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பதிவாளர் நாயகம் திணைக்களம்  
REGISTRAR GENERAL'S DEPARTMENT



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My No. }

RG/AB/01/Circulars and Office Orders  
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தலைமை அலுவலகம்  
HEAD OFFICE

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234/A3, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
234/A3, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்லை.  
234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla.

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திகதி }  
Date } 2022.10.19

Circular No: 14/2022

To all the Officers of the Department,

**Legislation of the Scope of Regional Offices**

The Registrar General department which has a proud history of more than 150 years is the most sensitive Department who provides an essential service to whole public. Missions of the Registrar General Department, which fulfill a great service to secure the Civil Rights of the public through Registration, including registration of legal documents pertaining to movable and immovable properties and Title Registration, registration and conservation of Marriage Certificates, Birth Certificates and Death Certificates which play big roles in basic house hold events in people's lives.

Actions are being carried out to establish offices in provincial level, decentralizing the power held with the Head office until now, in order to provide an efficient service to the public. Therefore, it is essential to legalize the manner of vesting the duty of the Registrar General Department to Regional Administration, for all to know.

This Circular is expected to clarify how the scope of following aspects, will affect the Regional Offices.

1. Administration
2. Supervision
3. Communication

Accordingly I legalize the duties assigned separately to introduce the Scope, Supervision, Communication and General Administration methods of above Regional Offices.

**01. Administration**

There are four main offices which have been established pertaining to the Regional Administration for a wider public service, external to the Head office of the Registrar General Department.

- a) Zonal/ Provincial Offices
- b) Land and District Registrar offices
- c) District Registrar offices (Registrar Division of the Divisional Secretariats)
- d) Central Archives

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a). Zonal/ Provincial Offices

Fulfilling the requirement of the public of the Zone/Province by properly performing the activities in your Zone/Province, on time, related to registration of decentralized documents owned by the Registrar General/ to civil registration and to General Administration, implementation of Government policies and the management of human resource in relation to all officers of the zone/ province shall be done by Zonal/ Provincial Offices.

Zonal/ Provincial Offices are headed by a Deputy Registrar General and 07 offices have been established by now. Two offices are to be established in future. Main functions of that office are as follows.

**Duties relevant to Document Registration Division.**

- I. Correction of the omissions in document registration in all Land Registries in the Zone/ Province under the Section 35 of Document Registration Ordinance No. 23 of 1972.
- II. Activities related to appeals received under Section 38, relevant to the rejections made under Section 36(1), (2) of Document Registration Ordinance No. 23 of 1972, by all Land Registries under the jurisdiction of the Zonal/ Province office.
- III. Registration of Attorney License relevant to any area of the Island and maintaining of related documents, under the Attorney License Registration Ordinance No. 04 of 1902.
- IV. Registration of the cancellation of Attorney License registered in that office, under the Attorney License Registration Ordinance No. 04 of 1902, upon the documents submitted under a formal procedure.
- V. Issuance of certified copies of the documents maintaining, related to the Registration of Attorney License under the Attorney License Registration Ordinance No. 04 of 1902 and related activities.
- VI. Supervision of all the Notaries of the area under the Notary Ordinance No 01 of 1907 and take actions for delays in handing over their second copy to Land Registries and for irregularities.
- VII. Imposition of Settlement money according to the period of delay, when handing over of the second copy, considering the number of irregularities and the value of the deeds prepared and certified by the Notaries, and conducting of relevant legal actions, as per the orders given by the Registrar general.
- VIII. Implementation of the Authority decentralized by the Head office under the e-Land hub program, within the zone and coordination regarding the administration activities related to the program with the Head office
- IX. Registration of Attorney License relevant to all Island and maintaining of documents relevant, under the Attorney License Registration Ordinance No. 04 of 1902.
- X. Issuance of copies of Attorney License and issuance of registered folios of it under the Section 07 of Attorney License Registration Ordinance.
- XI. Decisions making regarding the lists of villages of the Zonal/ Provincial Offices and activities relevant to it.
- XII. Inspection of Notary offices of the zone/ province.

### **Duties relevant to Civil Registration Division.**

- I. Maintaining of the scanning procedure of Birth, Marriage and Death certificates, continuously, formally and periodically.
- II. Implementation of the Authority decentralized by the Head office under the E-Population and e-BMD program, relevant to the zone/ province and coordination regarding the administration activities related to the program with the Head office
- III. Re-registration of births of the children born before year 2014, under Adoption Ordinance No. 24 of 1941.
- IV. Issuance of death Certificates for Missing persons under the Missing Persons Act no 19 of 2010 and No 16 of 2016 and decision making regarding the applications sent by Divisional Secretariats regarding the Certificate of Absence issued for missing persons, updating of the data system relevant to that and forwarding the monthly reports to the Head office.
- V. Decision making in the Committees established in District level, regarding the issues of the public of the zone/ province and forwarding of the issues which decisions cannot be made, to the Head office and implementation of Public Grievances Committees.
- VI. Act upon the declarations received from Divisional Secretariats under the Births and Deaths Registration Act.
- VII. Registration of Probable Age Certificates and issuance of certified copies of Probable Age Certificates.
- VIII. Activities related to the amendment of the Marriage Certificates under the Section 51 of the Kandiyani Marriage and Divorce Act and, under the Section 77 of the Muslim Marriage and Divorce Act.
- IX. Computerizing and supervising of Vital data and coordination with the Head office.
- X. Giving permission for the marriages, register outside the Office.
- XI. Act as per the authority decentralized by the Head Office regarding the supervision, administration, disciplinary actions and activities related to payments of Rural Registrars.
- XII. Reporting of the details regarding the restoration of the Marriage, birth and Death Divisions
- XIII. Maintenance of the Personal files of Marriage, Birth and Death Registrars and carrying out of all related duties.
- XIV. Duties related to the appointment of the Divisional Registrars relevant to the Province.

### **Duties relevant to Title Section**

- I. Implementation and the supervision of all the authority decentralized by the Head office under the Title Registration Act No. 21 of 1998, as per the instruction.

### **General Administration**

- I. Duties relevant to the preparation of the Performance plan regarding Annual Performance of all the officers of the zone/ province and reporting to the Head Office.
- II. Administration activities relevant to the Land Registries, District Registrar Divisions of Divisional Registries, Divisional Registrar Offices and Notary Offices
- III. Act as per the instructions issued by the Public Administration Circulars relevant to Leave of the Officers, and as per the Department Circular No 01/2012 dated 05.10.2012.
- IV. Maintaining of the data system of all the officers of the zone/ province updated and maintaining of sub personal files of the officers of the zone/ province.

- V. To ensure that all the officers serving in the zone/ province have been duly assigned with duties.
- VI. Activities related to requirement, protection, existence and maintenance of fixed and physical resources of all the offices of the zone/ province
- VII. Collecting of monthly reports relevant to the payment of the Rural Registrars from the Divisional Secretariats and directing vouchers to the Head office for the payment, following preparation of Summaries and recommendation.
- VIII. Submission of the reports which should be submitted to the Head office from all the offices of the zone/ province in the format prescribed by instruction, on due dates and communication of Circulars, Instructions and Orders issued by the Head office to all offices in proper manner.
- IX. Act as per the General instructions on Departmental Vehicles and Transportation Activities provided by the letter No. RG/AB/01/Circular and Office Orders and dated 08.04.2022 issued, regarding the pool of vehicles which has been attached to Zonal/Province Offices,
- X. Implementation of the authority, decentralized by the Head office regarding transfers.
- XI. Activities relevant to trainings of all the officers of the zone/ province.
- XII. Recommendation and forwarding of all Loan advance applications of the government employees to the Head office.
- XIII. Recommendation and forwarding of all payments related to all contracted services to the Head office as per the instructions provided by the Head office without any delay.
- XIV. Forwarding of requests regarding maintenance and upgrading of requirements of all the offices of the zone/ province (maintained by the Department) to the Head office and recommendation and supervision.
- XV. Coordination with the Head office to fulfill the physical requirements (furniture, technical equipment), formats and other requirements of all the offices of the zone.
- XVI. Taking actions regarding the issues of the officers of all the offices in the zone/ province and directing the observations and recommendations as appropriate.
- XVII. Recommendation of the member's names for the Board of Survey which should be done annually in the zone/ province to the Head office.
- XVIII. Preparation of the Budget estimates of the zone/ province for the next year per the instruction provided by the Head office and submission the same to the Head office on or before the informed date of the existing year
- XIX. Submission of the requests relevant to the obtaining of Advances to the offices of the zone/ province, settlement of Advances and supervision of the obtaining of Advances
- XX. Replying to the internal and external Audit queries relevant to the offices of the zone/ province, coordination and following ups.
- XXI. Coordination of Court proceedings and representation of the Department in Court proceedings.
- XXII. Organizing of awareness programs to aware the public and other Government Institutes regarding the duties of the Department, and other National and Special programs, as per the requirement, under the approval of the Head office.
- XXIII. Participating to the meetings conducted by District and Regional Coordination Committees and various institutes, representing the Department.
- XXIV. If any irregularity occurs in relation to their zone/province, proceed according to the Establishment Code and take necessary further actions and report to the Head office.
- XXV. Implementation of the instructions and orders of the Registrar General and the Head office.

## **Note**

The Zonal offices will soon be revised as Provincial offices and one office will be established per one Province. Assistant Registrar Generals will be attached as the requirement, according to the duties of each office. Above mentioned subjects shall be properly assigned to the attached Assistant Registrar Generals as aforesaid, by the Deputy Registrar General according to the instructions and orders of the Head office.

## **b) Land and District Registrar offices**

These offices are operated under a Land Registrar and have been established as per the number of registration of documents. Accordingly, there are 50 offices are operated Island wide currently. Main duties of those offices are as follows.

### **Duties relevant to Land Division**

- I. Registration, conservation and issuance of certified copies of the documents related to movable and immovable properties of its jurisdiction.
- II. Maintaining the Diary of the Land Registry
- III. Taking actions to correct the omissions done under Section 35 of the Document Registration Ordinance.
- IV. Taking actions to re-prepare the Folios under Section 40 of the Document Registration Ordinance.
- V. Taking actions as per the Departmental Order 359 and Departmental Order 360 under the Court Orders given making the Documents null and void.
- VI. Appearing in Court for proceedings on behalf of the Registrar General
- VII. Binding and keeping under the custody of the second copies handed over by Notaries.
- VIII. Recovering of settlement money/ prosecution for the late submitted second copies
- IX. Preparation and forwarding of reports to be sent to the appropriate institutions.

### **General Administration.**

- I. Since the Deputy Registrar General of the Zonal office acts as the Evaluator of the Performance Reports of the officers who serve in Land Registries, evaluation of all the Performance Reports and directing to Zonal offices in due dates.
- II. Act as per the instructions issued by the Public Administration Circulars relevant to Leave of the Officers and as per the Department Circular No 01/2012 dated 05.10.2012.
- III. Should affirm the security of all fixed and physical assets of the office and carrying out proper maintaining activities.
- IV. Forwarding of Budget estimates to be prepared in relation to the office, information relevant to Control report and all other reports to the zonal/ province offices as required.
- V. Forwarding of recommendations to fulfill the training requirements of all the officers of the office to the zonal/ province office as required
- VI. Recommendations and forwarding of all loan advance application of the officers of the office to the zonal/ province office.

- VII. Reporting the satisfaction or dissatisfaction of Security Service, Cleaning Service and Photocopy Service and other contracted services and reporting the problems to the zonal/ province office as scheduled.
- VIII. Preparation of the requirement of physical and human resource of the office with a logical basis and refer it to the zonal/ province office
- IX. Recommending of members to the Board of Survey when needed and submitting to the Zonal/ Province offices, providing the assistance needed for relevant survey activities and implementation of the orders in reports received regarding those surveys as soon as possible and reporting that matter to the Zonal/ Province offices.
- X. Submission of the requests done annually to obtain advances to the Zonal/ Province offices before 15<sup>th</sup> December each year and activities related to reimbursement and settling at the yearend as per the instructions of the Head office.
- XI. Replying for the internal and external Audit Quarries before the due date and taking actions to rectify the omissions as soon as possible.
- XII. Updating of the changes in appointments of the Notaries (change in their Jurisdiction, changes in the residential address of the Notaries, temporary suspension of service, suspension of Notarial activities, dealing with an additional language and etc.) occurred after notaries are appointed, included in to the Notary Register and after notifying the Land Registries in the relevant jurisdiction, as per their personal files.
- XIII. Recommendation and forwarding of the vouchers prepared for one-day service and normal service gratuities to the Head office.
- XIV. Taking actions regarding Monthly Progress reports and all other reports, as per the instruction given by the Head office.
- XV. Banking of daily income in daily basis and following the instruction given by the Head Office in accounting the income.
- XVI. Informing the zonal office regarding the requirements of the office such as maintenance and upgrading.
- XVII. Inform the Head office to fulfill the physical requirements (furniture, technical equipment), formats and other requirements of the offices.
- XVIII. Submission of the reports requested by the zonal office on or before the due date.
- XIX. Resolving complaints received in connection with malpractices and grievances when providing the public service and inform the zonal office with recommendations as appropriate.
- XX. Resolving complaints received in connection with grievances from the staff and inform the zonal office with recommendations as appropriate
- XXI. Preparation of the Budget estimates for the next year per the instruction provided by the Head office and submission the same to the zonal office
- XXII. Taking actions regarding the transfers of the officers as per the instruction provided by the Head office
- XXIII. Taking actions to implement the Office Systems within the office properly and implementation of the related instructions and orders issued by the Head office appropriately.
- XXIV. Maintenance of the stores for stationaries and other things of the office under the relevant regulations.
- XXV. Provisions of the information required to prepare the Annual Action Plan as per the instruction provided by the Head office
- XXVI. Implementation of the instructions and orders of the Registrar General and the Head office and Zonal/ Province office.

### **Duties relevant to Title Section**

- I. Implementation of the power vested in the Title Registrars by the Title Registration Act No. 21 of 1998
- II. Implementation of the orders of the Gazettes no 1050/10 dated 21.10.1998 and 1886/58 dated 31.10.2014 under the Title Registration Act
- III. Act as per the Circulars and Regulations issued by the Head office time to time.

### **c). District Registrar General office**

#### **(Registrar Division of the Divisional Secretariats)**

This office is being operated under Divisional Secretary as a division of Divisional Secretariats (Divisional Secretary is appointed as the District Registrar ex officio) and an Assistant District Registrar of the Registrar Service act as the Head of that division.

### **Duties relevant to Civil Registration Section**

- I. Duly acceptance of the first copy and the second copy of the documents registered by Registrars who register the marriages, births and deaths of the division and acceptance of Vital data reports monthly.
- II. Directing of the registered second copies to zonal/ province offices before 20<sup>th</sup> day each month
- III. Directing of the accepted Vital data reports to zonal/ province offices before 20<sup>th</sup> day each month
- IV. Conservation of the first copy of the registered documents and issuance of the certified copies when needed (when the copies are not in the system)
- V. Custody and the conservation of the documents of marriages, births and deaths relevant to the Divisional Secretariat jurisdiction.
- VI. Maintenance of the Personal files of the Divisional Registrars of marriages, births and deaths, and carrying out all the activities related.
- VII. Appearing for Court proceedings on behalf of Registrar General subjecting to the recommendations of Zonal/ Province offices.
- VIII. Supervision, office inspection and maintenance of records, of the Divisional Registrars of marriages, births and deaths
- IX. Implementation of the e-population and e-BMD as per the relevant Circular
- X. Provision of necessary actions for scanning of marriages, births and deaths certificate copies without any delay and updating of the data system relevant to the office.
- XI. Registration of the marriages carried out at Christian Churches.
- XII. Registration of the births and deaths occur in registered estates of the division.
- XIII. Issuance of House license under marriage Law (Kandiyani and Normal)
- XIV. Acceptance of relevant Declarations, obtaining of written evidence, carrying out of statutory inspections as appropriate and submitting of recommendations by implementing the provisions of Acts of Registration of the marriages, births and deaths
- XV. Making decisions regarding the Declarations under the Sections 24,36 and 27 of the Act of Registration of births and deaths
- XVI. Carrying out inspections regarding the Declarations submitted under the Sections 24,27(a), 36, 52 and 53 of the Act of Registration of births and deaths and referring

- recommendations to the Deputy Registrar General who is the in charge of the zone/ province.
- XVII. Carrying out necessary actions as per the instructions of District Registrar regarding the divorces under Act of Kandiyani marriages and Divorces
- XVIII. Carrying out necessary inspections relevant to the issuance of death Certificates for Missing persons and the Certificate of Absence as per the instructions of District Registrar, and referring of the related files to the Deputy Registrar General who is in charge of the zone/ province.
- XIX. Rectifying the omissions of the documents of marriages, births and deaths
- XX. Assistance in public grievances in District level

#### **General Administration.**

- I. Acting as the Evaluator of the Performance Reports of the officers who have been attached from the Department and directing relevant Performance Reports to Zonal offices in due dates.
- II. Should affirm the security of all fixed and physical assets of the office and carrying out proper maintaining activities.
- III. Forwarding of recommendations to fulfill the training requirements of all the officers of the office to the zonal/ province office as required
- IV. Forwarding of all loan advance application of the officers of the office to the zonal/ province office.
- V. Replying for the internal and external Audit Quarries before the due date and taking actions to rectify the omissions as soon as possible.
- VI. Implementation of the instructions and orders issued by the Head office to maintain the Office Systems within the office properly.
- VII. Referring of Monthly income, progress reports and other reports (Certificate of Absence, amendments in names) to the Head office in due dates.
- VIII. Supplying of printed formats, documents and books required by Registrars of Marriages, Births and Deaths as required, without a delay.
- IX. Supplying of printed formats and documents required by Grama Niladharies to inform, Births and Deaths as required, without a delay.
- X. Preparation of required information relevant to the payment of entitled charges to Registrars of Marriages, Births and Deaths, accurately and referring them to the zonal/ province office without a delay
- XI. Maintenance of the stores for stationaries and other things of the office under the relevant regulations
- XII. Provisions of the information required to prepare the Annual Action Plan as per the instruction provided by the Head office
- XIII. Act as per the instructions issued by the Public Administration Circulars relevant to Leave of the Officers and as per the Department Circular No 01/2012 dated 05.10.2012.
- XIV. Implementation of the instructions and orders of the Registrar General and the Head office and Zonal/ Province office



## Note

Deciding of the staff required for these offices will be decided after the completion of the work study ongoing.

### **d). Central Archives**

The Central Archives also provides the service of providing copies of Certificates of expatriate Sri Lankans, conserving all the documents related to the Civil Registration. The Central Archives is controlled under a Deputy Registrar General and all existing and proposed sub record rooms are administrated under him. Likewise, all other offices (Zonal Office, Land and District Registrar office/ District Registrar office (Registrar Division of the Divisional Secretariats) are administrated under Zonal/ Provincial Deputy Registrar General. They are supervised by the Zonal Deputy Registrar General or Assistant Registrar General under subjecting to the recommendations of the Deputy Registrar General in charge of the Central Archives and newly establishing regional record rooms are controlled by the Central Archives at least a permanent Archives to cover the whole Island will be established.

### **Duties relevant to Civil Registration.**

- I. Conservation and maintenance of the second copies of the Marriage, Birth and Death Certificates following formal procedures.
- II. Carrying out the duties relevant to the marriages, births and deaths occur abroad under the Consular Duties Act No 04 of 1981
- III. Carrying out the duties relevant to the amendments of births and deaths occur abroad, upon declarations, under the Consular Duties Act No 04 of 1981
- IV. Coordination between Ministry of Foreign Affairs and Foreign Mission Boards
- V. Carrying out the duties relevant to the registration of marriages, births and deaths occur abroad under the Consular Duties Act No 04 of 1981
- VI. Issuance of the copies of the Marriage, Birth and Death Certificates of expatriate Sri Lankans
- VII. Convening the second copies which were directed to the Zonal/ Province office from Divisional Secretariat before the 20<sup>th</sup> of next month, to the Central Archives before the 15<sup>th</sup> of next month, binding books and forwarding the bounded books to the relevant record room.
- VIII. Amendment of the second copies as per the amendment submitted by Divisional Secretariats and take the necessary steps regarding those issues.
- IX. Acceptance of the second copies submitted by Divisional Secretariats Island wide and take the necessary actions properly and without a delay.
- X. Carrying out the relevant duties regarding the Extracts and Applications under Section 12(1) received from Divisional Secretariats Island wide under the Births and Deaths Registration Act No 17 of 1951.
- XI. Implementation of the Authority decentralized by the Head office under the E-Population and e-BMD program, and coordination regarding the administration activities related to the program with the Head office

- XII. Verification of the authenticity of certificate referred by Embassies and High Commissions
- XIII. Carrying out activities relevant to conservation of documents.
- XIV. Scanning of Death Certificates and referring the cause of deaths to the Statistic division of the Department of Coding

### **General Administration**

- I. Maintenance of the stores for stationaries and other things of the office under the relevant regulations
- II. Banking of daily income and following the instruction given by the Head Office in accounting the income and maintaining a data system relevant to all record rooms by convening above information pertaining to other record rooms from those offices.
- III. Submission of the requests done annually to obtain advances to the Head offices before 15<sup>th</sup> December each year and activities related to reimbursement and settling at the year-end as per the instructions of the Head office
- IV. Providing the reports to be sent, to the Head office on the due dates
- V. Provision of the information required to prepare annual Action Plan as per the instructions of the Head office.
- VI. Evaluation of the Performance Reports of the officers who serve at the Central Archives and refer them to the Head office for Quantification
- VII. Preparation of the Performance Plan of the Deputy Registrar General and refer it for Registrar General for the evaluation and for Quantification
- VIII. Act as per the instructions issued by the Public Administration Circulars relevant to Leave of the Officers and as per the Department Circular No 01/2012 dated 05.10.2012.
- IX. Should affirm the security of all fixed and physical assets of the office and carrying out proper maintaining activities.
- X. Referring of the Budget estimates prepared pertaining to the office, information relevant to Control reports and all other reports to the Head office as required. (it should be confirmed whether the above information pertaining to sub office are prepared by the zonal/ province offices. )
- XI. Forwarding of recommendations to fulfill the training requirements of all the officers of the office to the zonal/ province office as required
- XII. Forwarding of all loan advance application of the officers of the office to the Head office.
- XIII. Reporting the satisfaction or dissatisfaction of Security Service, Cleaning Service and Photocopy Service and other contracted services and reporting the problems to the zonal/ province office as scheduled.
- XIV. Preparation of the requirement of physical and human resource of the office with a logical basis and refer it to the Head office
- XV. Recommending of members to the Board of Survey when needed and submitting to the Head office, providing the assistance needed for relevant survey activities and implementation of the orders in reports received regarding those surveys as soon as possible and reporting that matter to the Head Office.
- XVI. Submission of the requests done annually to obtain advances to the Zonal/ Province offices before 15<sup>th</sup> December each year and activities related to reimbursement and settling at the yearend as per the instructions of the Head office.

- XVII. Replying for the internal and external Audit Quarries before the due date and taking actions to rectify the omissions as soon as possible.
- XVIII. Taking actions to maintain the Office Systems within the office properly and implementation of the instructions and orders issued by the Head office as appropriate.
- XIX. Implementation of the instructions and orders of the Registrar General and the Head office.

**Note**

Since the currently available space at the Central Archives is not enough, three Record rooms in the Colombo District as Pannipitiya, Pamunuwa and Awissavella and another three Record rooms in Kurunegala, Kandy and Nuwaraeliya have been established.

**02. Supervision.**

Supervision activities of the Registrar General Department are carried out under the initiative of the Registrar General, for which a supervisory hierarchy is in place. This supervisory hierarchy is based on decentralization of power and centralization of power as appropriate. Accordingly, the powers vested in the Registrar General, have been delegated to the Additional Registrar General, whereby the Additional Registrar General has been entrusted with the subject related supervision of all technical subjects in the Department. Also this subject related supervision is done by the Senior Deputy Registrar General Civil for Civil matters and by the Senior Deputy Registrar General Notary in relation to document registration. Also supervision of this task in provincial level shall be done by the seven zonal/ province offices established by now and offices to be established in future.

Accordingly, Land Registries and Notary officers relevant to the Document Registration and Additional District Registrar offices and the offices of the Registrars of Marriages, births and Deaths, relevant to the Civil Registration, shall be supervised.

The Administration powers of the department are vested in the Registrar General and especially the powers relevant to institution and general administration are delegated to Senior Deputy Registrar Generals. In the case of Zonal/ Province offices, Deputy Registrar Generals and in the case of Land Registries, Land Registrars are responsible to the Senior Deputy Registrar General (Administration). The Financial Powers are vested in the Chief Accountant and in the case of Zonal/ Province offices, Deputy Registrar Generals and in the case of Land Registries; Land Registrars are responsible to the Chief Accountant

Accordingly, the District Registrar Section of the Divisional Secretariats are directly operated under the supervision of the Divisional Secretary and Operating activities have been subjected to the supervision of Deputy Registrar General who in charges the zone. Direct supervision of the Land Registries shall be done by the Deputy Registrar General who in charges the zone. Deputy Registrar General who in charges the zone is responsible to the Senior Deputy Registrar General (Administration) and to the Registrar General, through the Chief Accountant or directly, as appropriate, regarding the supervision of all the offices of the Zone.

It is entrusted to the Chief Internal Auditor to check and report that the above functions are carrying out continuously and uninterruptedly.

**Head office.**

The Land and Notary sections of the Head office, the Civil Registration Section, zonal offices and Central Archives should directly supervise the part related to the scope of duties of those sections and convening of the Progress reports and other reports, office supervision reports and Special Investigation reports relevant to the respective periods should be done. Also direct intervention to the issues and grievances received to each section of the Head office through Zonal office and the coordination of the other sections of the Head office should be done properly and formally. Furthermore, the coordination of the submission of information daily, monthly, quarterly, semester wise, annually and special information, required by the other sections of the Head office, should be done.

**Zonal/ Province Office**

Zonal office should directly supervise the Land and district Offices and District Registrar Offices which are under them. Existing laws and regulation and the formats introduced by laws and regulations should be used for this purpose. Accordingly, all the offices in their region should be subjected to proper and regular supervision. For this purpose a formal methodology should be prepared by the respective office and formats specified by manuals and regulations should be used. Also the formal and regular supervision of the offices under the Head office shall be done by the Head office from now on. As mentioned above it is emphasized to prepare a formal program for it.

**Land and District Registrar office**

Direct supervision of the Notaries registered relevant to the Divisions under your office shall be done by you properly. Under the current laws and regulations, the relevant supervision should be done correctly and on time.

**District Registrar office**

District Registrars and Additional District Registrars work in these offices shall supervise the Rural Registrars and Medical Registrars registered in their divisions as prescribed in the orders and manuals.

**Central Archives**

The Central Archives should supervise all the sub record rooms and the said supervision should be done through the Deputy and Assistant Registrar Generals in charge of the respective zones, through a formal assignment of duties.

### 03. Communication

Only the Zonal office and the Central Archives can directly correspond with the Head office from the above mentioned offices. If any information is requested directly from the Head office for any specific reason, the request should be forward by addressing the Registrar General and as per the Departmental Circular No 13/2022 dated 18.08.2022 issued pertaining to the communication, the Advanced copy should be forwarded to the head of the branch from which the relevant information is requested at the Head office through e-mail. In case the said information was requested from the Registrar General, only at that time the Registrar General can be addressed and sent the said information.

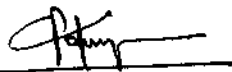
Only the Deputy Registrar General in charge of the Zone can sign the letters submitted to the respective sections of the Head office and, if any other officer signs for it, it is mandatory to mention "For Registrar General" under the position of the officer to be signed.

In addition to the tasks currently assigned to the respective offices, necessary plans should be prepared to carry out the newly assigned tasks by this Circular.

As the implementation of this circular is mandatory, I expect that all the concerned officials will pay their close attention to this.

The date of full implementation of this circular is 01-12-2022 and till then necessary plans should be prepared to complete all above tasks. All the problems that arise at that time should be submitted directly to me by the officers who are currently acting as Deputy Registrar General in charge of the Zones.

I do hereby inform that it is your duty, to assign duties to the staff as appropriate, implementing formal office procedure including the Three-day rule, keeping the proper security and the maintenance of all the subject files and equipment, affirming that relevant laws and regulations are properly implemented, fulfilling of the duties mentioned in the job description, legally, honestly, efficiently, assiduously, effectively, promptly and accurately, to carry out the main tasks assigned to you continuously and uninterruptedly.



P S P Abeywardhana  
Registrar General

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