

Office of Commissioner and Inspector General of  
Registration and Stamps Department, Telangana, Hyderabad

Circular Memo No: CARD/Soc/RTI/7597/2017,

Date: 20-12-2018

Sub:- Registration and Stamps Department - Instruction issued for using updated version of DMS in computer application of Firms and Societies - Training imparted on 10-12-2018 - Certain instructions reiterated - Regarding

Ref:- 1. C&IG Memo No. Firms/8858/2012, dtd. 13.09.2013 and Proceedings of same dtd: 21.10.2013  
2. C&IG Memo No. Firms/15929/2013, dtd. 21.04.2014.

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Attention of the address entry Officers is drawn to the reference 1<sup>st</sup> cited, wherein a computer application was introduced for Firms and Societies registration matters. And it was asked to accept the applications for registration and subsequent changes online only from Mee Seva but not manually directly from the citizens. In the reference 2<sup>nd</sup> cited, after encountering certain challenges in computer application and services rendered through Mee Seva centres, it was asked to deliver the services relating to subsequent action after registration of firms and societies parallelly apart from receiving the application from Mee Seva Service centers. Further, it was asked to maintain a list of such services delivered in the Office directly and keep them ready for scanning and uploading into the Central Server whenever the system provides the option.

M/S e-Centric Solutions, the Vendor of the application have recently provided the updated version of DMS for uploading of the missing files, which were never uploaded since the inception of online services; and also the amendments/Forms filed manually in the offices in the last five years and any other missing part file found out.

In view of the above, required training was imparted to all the DRs; and they were requested to complete the task of uploading all missing records or the records directly accepted from the parties citing failure of Mee Seva services through online by using the updated DMS.

In this regard, it is instructed to list out the missing records of firms and societies which were never uploaded into the system and also all other part files, amendments/forms which were to be scanned and uploaded. And ensure that all such records are scanned and uploaded by 15.01.2019 latest and submit compliance in the proforma designed and enclosed so to enable the citizens to file all firms and societies documents through online without a physical touch point at DR office as per the RoDB guidelines. The DRs are further instructed to ensure that signed physical documents are received and maintained besides online applications as instructed earlier. The citizens may send through post/courier or drop in the mail box of the DR office after submitting the online application with reference number. The previous instructions issued in the matter are to be followed scrupulously.

Incl: References cited and proforma for compliance.

*through  
2018 option*

  
Commissioner & Inspector General (R&S)

   
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