

No. Revenue 1-8(stamp)1/08-XII  
Government of Himachal Pradesh  
Revenue Department(Stamp -Regn.)

जोड़पिठके हिमप्र राज्य एकद  
जायरी सं० 395/13  
जायरी लिथि 9/12/16

From:

Addl. Chief Secretary (Revenue) to the  
Government of Himachal Pradesh.

To

- (i) The Director of Land Records(IGR),  
Himachal Pradesh, Shimla-02.
- (ii) The Divisional Commissioners,  
Shimla, Mandi, Kangra.
- (iii) The Collectors (DCs),  
in Himachal Pradesh.

Dated Shimla-171002, the

2016.

Subject :-

Embossing/Stamping of documents executed out of India.

Sir,

It has been observed that documents executed out of India when presented for embossment at the Financial Commissioner (Revenue) Sectt., Shimla or at Divisional Commissioners Offices are not presented within the time limit prescribed under Indian Stamp Act, 1899. In many cases, such documents are full of legal infirmities. In order to acquaint the general public with broad requirements for execution and embossment of such documents, you are requested to bring these requirements to the notice of general public also through News Papers and specially the Association of NRIs within your jurisdiction. These are summarized as under:-

- 1 (i) Full address of the executant.
- (ii) Full address of the person in whose favour the documents are to be executed.
- (iii) The place of property or the place where the powers to be delegated through that document is to be exercised.
- (iv) Clear date should be mentioned in the document at the time of its execution.

The document should be duly signed by the executants and witnessed by two person giving their full addresses. This should also be attested by the Notary Public or Indian High Commission in that Country with seal.

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- (v) The paper on which the document is executed should be of the same country in which it is executed.
- (vi) The document to be embossed would be original and not its photocopy.
- (vii) The document should be got embossed within three months of the date of execution at the headquarters or from the office of Commissioners of Divisions.
- (viii) Every page of the document should be signed by the executant as well as Notary Public or Indian High Commission in that Country with seal.

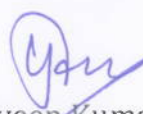
2. In order to prevent frauds on the persons residing in the foreign countries in the above said matters, it has now been decided that the executants should also be required to fulfil the following requirements in addition to those mentioned in para-1 above :-

- (i) The executants must mention his/her passport number in the document and affix his/her photograph on the relevant document duly attested by the Authority from whom the document is got attested.
- (ii) The document should be accompanied with a copy of the passport of the executants up to date duly attested.
- (iii) Appointed/constituted person of document must be submitted photocopy of his/her identity card alongwith self attested an affidavit.

Yours faithfully,

(Parveen Kumar Taak)  
Deputy Secy. (Revenue) to the  
Govt. of Himachal Pradesh.

Endst. As above dated Shimla 171002 the 2016  
✓ Copy forwarded to the Sr. Technical Dir. & SIO, National Informatics  
Centre(NIC), H.P with request to uploaded the above said instruction on the web-  
site of Revenue Deptt., H.P at the earliest please.

  
(Parveen Kumar Taak)  
Deputy Secy (Revenue) to the  
Govt. of Himachal Pradesh.