

## FUNCTIONS OF THE NOTARY CELL

The administration of the Notaries Act, 1952 and the Rules, 1956 framed thereunder comes under the purview of the Notary cell. The Notary Cell deals with examination/scrutiny of the memorials/applications received from different States/Union Territories in the country and processing of these memorials for appointment of Notaries. This Cell conducts inquiries into the allegations of professional misconduct on the part of the Notaries. The Notary Cell also renews certificates of practice of notaries, issued by the Central Government every five years. For sufficient reasons, it also grants extension of the area of practice to the notary public, on receipt of an application for the purpose. In the Court cases pending before the various High Courts, Counter Affidavits/Replies are prepared and filed. The Parliament Questions received during the sessions are promptly dealt with and are submitted to the Hon'ble MLJ for approval. Police inquiries made for investigating crimes are received from various Police Stations in the NCR are examined and are replied accordingly.

So far, approximately, 16,000 notaries have been appointed by the Central Government in various parts of the country. Recently, from May 2018, for a special drive, 12 Interview Boards were constituted for the selection of Notary Public in the States/UTs of North East (Assam, Meghalaya and Tripura), Bihar, Jharkhand, West Bengal, Odisha, Rajasthan, Tamilnadu & Puducherry, Madhya Pradesh, Chhattisgarh, Andhra Pradesh, Telangana, Delhi, Gujarat, Karnataka, Kerala, Lakshadweep, Uttarakhand, Uttar Pradesh, Punjab, Haryana, Chandigarh, Maharashtra & Goa. Interviews in respect of aforementioned States/UTs have already been completed and 8960 candidates have been recommended by the Interview Boards to be appointed as Notary Public during the year 2018-19. Till date 3000 certificates of practice have also been issued. The process of issuing remaining Certificates of Practice is going on for these states. Besides, this about 1207 Notary Certificates have been renewed during the period under consideration. From 1<sup>st</sup> January 2019 to 20<sup>th</sup> December 2019, 398 RTI application were received and disposed off.

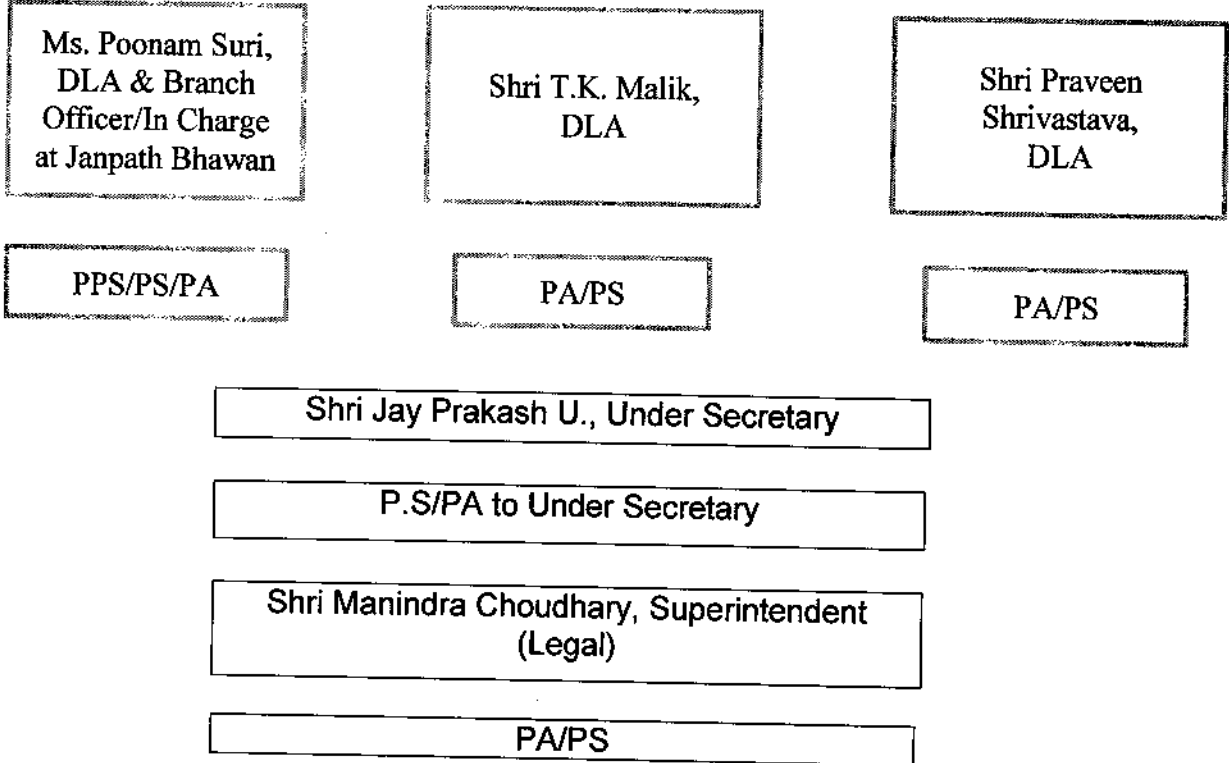
### DETAILS OF CPIO & FIRST APPELLANT AUTHORITY NOTARY CELL

DESIGNATION	NAME & DESIGNATION	TELE. NO	E-MAIL ID
CPIO	Ms. Poonam Suri	011-23310408	poonam.suri@nic.in
F.A.A	Shri S.R Mishra, Additional Secretary	011-23384204	mishra sr61@nic.in


**MINISTRY OF LAW AND JUSTICE**  
**DEPARTMENT OF LEGAL AFFAIRS**  
**NOTARY CELL**

**REPORT ON THE WORKING OF NOTARY CELL**

**ORGANISATION CHART**  
**NOTARY CELL**



1.	Ms. Santosh Kumari Jakhu	PPS
2.	Ms. Poornima Chugh	PS
3.	Shri Shubham Yadav	PA
4.	Shri Ram Ji Lal Meena	Court Clerk
5.	Shri Rohit	Court Clerk
6.	Ms. Naushaba Haidar	Legal Research Associate
7.	Shri Rajesh	Regular MTS
8.	Apart from the above-mentioned staff, 12 (Twelve) contractual staff are also rendering their services in the Notary Cell.	

  
(Poonam Suri)  
DLA & CA  
Tel.-23370408