

**Preservation of Notarial  
Registers and other related  
documents by Notaries**

**GOVERNMENT OF MAHARASHTRA  
LAW AND JUDICIARY DEPARTMENT  
GOVERNMENT CIRCULAR NO.88/E/NOTARY  
MANTRALAYA, MUMBAI – 400 032  
Dated 25<sup>th</sup> January, 2008**

**CIRCULAR**

As prescribed in sub-rule (2) of Rule 11 of the Notaries Rules, 1956, a Notary is required to maintain Notarial Registers in the prescribed Form-XV and sub-rule (9) of Rule 11 provides that every Notary shall grant a receipt for the fees and charges realized by him and maintain a register showing all the fees and charges realised. The Notarial Record assumes importance and often it is required in inquiry proceeding against Notaries (if initiated for professional misconduct) and even in judicial proceedings.

Hence, all the Notaries practicing in the State of Maharashtra are hereby directed to preserve the Notarial Record maintained by them, such as Notarial Registers, Counterfoil of the receipt books, copy of Annual Return and Inspection Report, for a period at least ten years subject to any directions/ guidelines issued by the Central Government in this behalf.

The above directions should be scrupulously observed.

**(S.B. Dhatriak)**  
**I/c Principal Secretary &  
Remembrancer of Legal Affairs**

Copy to :

1. All the Notaries in the State of Maharashtra
2. The Registrar (Judicial), High Court Bench at Nagpur, Nagpur with reference to Criminal Writ Petition No.221 of 2006 pending before High Court Bench at Nagpur.
3. The Government Pleader and Public Prosecutor, High Court, Nagpur Bench, Nagpur with reference to Criminal Writ Petition No.221 of 2006.
4. The Superintendent (Legal), Law and Judiciary Department/A-Branch, Mantralaya, Mumbai.