

No. Rev. (IGR)A-99/HimRis/2006- 6320- 6447 -

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Inspector General of Registration,
28, SDA Complex, Shimla-9, H.P.

1. All the Registrars in Himachal Pradesh.
2. All the Sub-Registrars in Himachal Pradesh.

Dated Shimla-171009

15-10-2007.

SUBJECT:- GUIDELINES FOR HIMRIS-REGISTRATION SOFTWARE-REGARDING WORKFLOW.

Sr.

This is in continuation of this office letter No. Rev. (IGR)A-5(2)/2004-172-293 dated 6th January, 2005. As you are aware that HimRis (Himachal Registration Information System) Software for computerized registration of documents has been implemented in 57 Tehsils/Sub-Tehsils in our State and it is also expected that the same will be implemented in the remaining Tehsils by the end of this year.

This software has been designed to expedite the process of registration and to provide better and fast services to the general masses. Hence, following workflow has been framed to ensure that the parties do not run around from one seat to another to get the registration done and steps need to be adhered to in the order given below:-

Sr. No.	System	Duty	Stages/Steps	Time in minutes	
				Document registerable in Book No. 1	Document registerable in Book Nos. 3 & 4.
1	Manual	Party	Document preparation through Deed Writers or otherwise.	Not applicable	
Note: In order to save the typing/writing, templates of various kinds of documents are being provided shortly.					
2	Computerized	R.C./Duly authorized Counter Clerk	<ul style="list-style-type: none">• Submission of document and its computerized entry at Registration/Sugam Counter.• Submitting list of documents in the deed electronically as well as original deed to Registering Officer.	7-8	5-6

			<p>Note: The documents are to be submitted at the counter of Integrated Community Services Centre (Sugam), wherever these are available. Similarly, finally registered deed needs to be collected from there only.</p>			
3.	Manual & Computerized	Sub-Registering Officer (S.R.O.)	<ul style="list-style-type: none"> Scrutinizes of document in all respect and oral verification of transaction. Checking of the entries made by the RC and examination of proper stamp duty. 	5-7	2-4	
4.	Manual & Computerized	S.R.O.	Rejection/Acceptance of deed		4-5	4-5
			Reject	Return Deed with reasons and entry goes to the Book No. 2 automatically.		
			Accept	<ul style="list-style-type: none"> Capture the photographs of parties, witnesses and identifiers. Print the Party Detail Form for parties to sign and thumb impression. Mark electronically to RC for fees collection etc. 		
			<p>Note:- If the registering officer decides to return the document to the parties due to incomplete/incorrect documentation for rectifying the deficiencies (instead of rejection), the same should be shown as "Returned to Parties" in the HimRis.</p>			
5.	Computerized	R.C.	<ul style="list-style-type: none"> Fee collection. Generate & Print Receipt. (Fee & Service Charges) Deed Number Generation. Mark for final endorsement to SRO electronically. 	3-5	3-5	
6.	Computerized	SRO	<ul style="list-style-type: none"> Print Final Endorsement and endorse deed by signing. Mark electronically to RC for Scanning & Delivery. Original deed is returned to RC alongwith endorsement for affixing the seals etc. 	2-3	2-3	
7.	Computerized	R.C.	Deed Scanning.	3-5	3-5	
8.	Manual	R.C.	Return registered Deed to Parties.	1-2	1-2	
TOTAL TIME TAKEN				25-35	20-30	

Note- The estimated time schedule has been framed which should not be considered as dead line for the purpose and efforts should be made to expedite the whole process for minimize the time frame.

It will be noticed from the above mentioned workflow that the deed papers have to physically move only twice (i.e. once initially after scrutiny by the RC/Counter Clerk to the SRO and then finally back to RC/Counter Clerk after printing/signing of endorsement). This physical movement should be got done through the employee of SRO office.

The software has been designed in such a way that it does away the need to check manually the requirement of various supporting document i.e. it automatically lists out the documents to be attached with the deed under consideration, calculation of stamp duty, registration fee and surcharges. The deed/stamp deed codes and supporting document required as well as the rates of various fees & surcharges have been finalized by this office and changes are made time to time as and when necessary.

However, it has come to the notice of this office that various SROs which have implemented this software are not following the flow mentioned above and are rather insisting on checking of deed and document manually themselves before the feeding into the computer, thereby making the parties appear before the SRO twice. This defeats the very purpose of computerization and levy of user charges which are taken to ensure least inconvenience to the citizens.

It is, therefore, requested that earnest efforts may be made at all the level of Registering Officers where HimRis has been implemented as well as where it is expected to be implemented, to follow the above workflow so that undue delays in service delivery systems are avoided and to make the software more effective and user friendly.

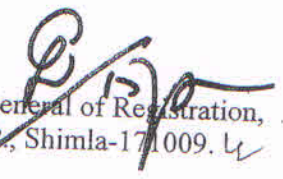
Yours sincerely,


Inspector General of Registration,
H.P., Shimla-171009

15-10-2007.

Endst. No. Rev. (IGR)A-99/HimRis/2006- 6448-53
Copy for information is forwarded to-

1. F.C. (Revenue) to the Government of H.P., Shimla-171002.
2. Secretary (IT) to the Government of Himachal Pradesh, Shimla-171002.
3. Divisional Commissioners, Shimla, Kangra and Mandi, H.P.
4. Technical Director-cum-SIO, State NIC, Shimla-2.


Inspector General of Registration,
H.P., Shimla-171009