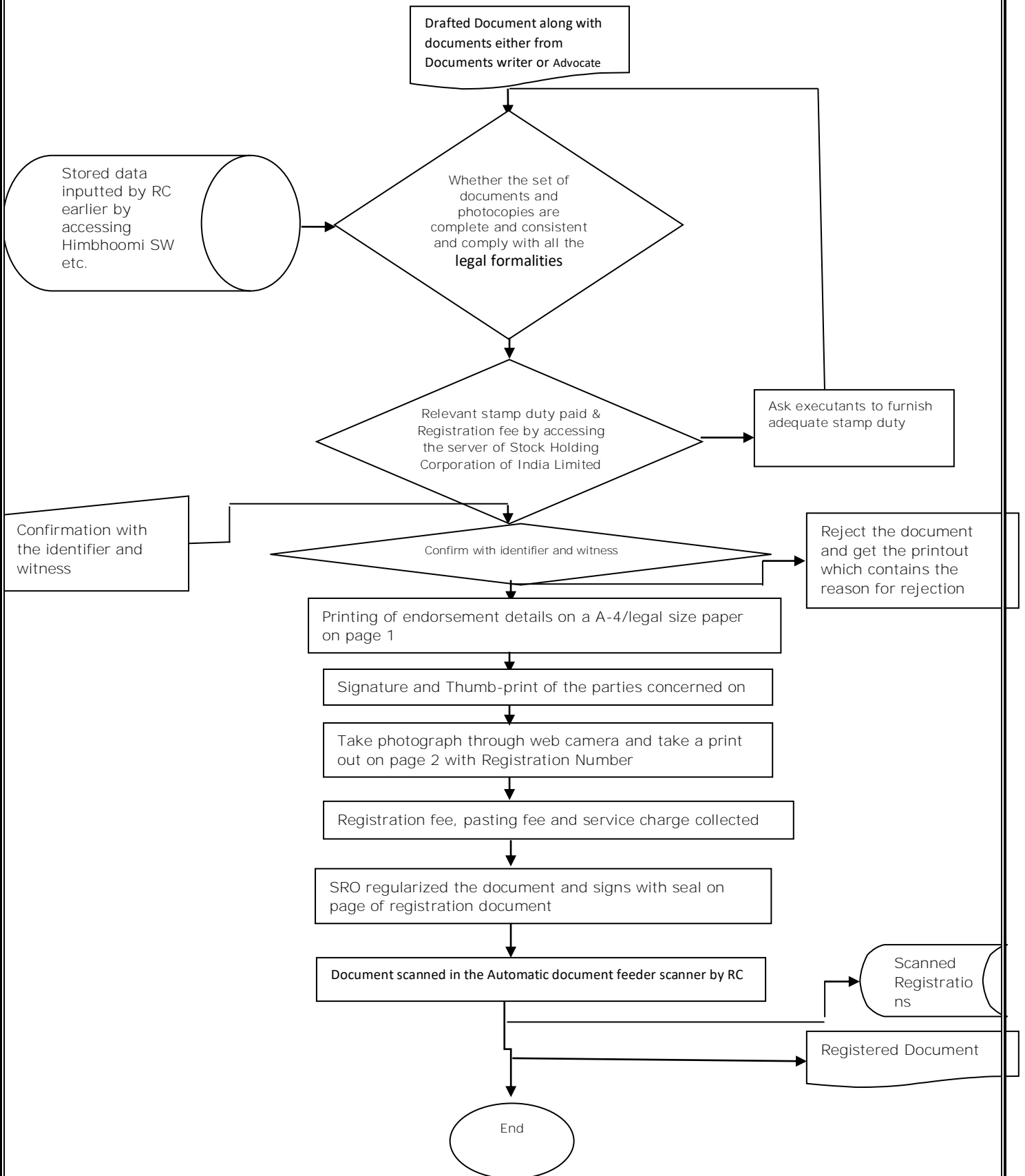


## Process of Property Registration with time line

SL. 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		
<b>NOTE-In order to save the typing/writing, templates of various kinds of documents are being provided.</b>						
2	Computerized	R.C/Duly authorised counter clerk	1. Submission of document and its computerized entry at Registration/Sugam counter. 2. Submitting list of documents in the deed electronically as well as original deed to Registering officer.	7 to 8 minutes	5 to 6 minutes	
			<b>Note:-</b> The documents are to be submitted at the counter of Integrated community service centre (Sugam), wherever these are available .Similarly, finally registered deed needs to be collected from there only.			
3	Manual & Computerized	Sub-Registering officer	1. Scrutinizes of document in all respect and oral verification of Transaction. 2. Checking of the entries made by the RC and examination of proper stamp duty.	5 to 7 minutes	2 to 4 minutes	
4	Manual & Computerized	S.R.O	<b>Rejection/Acceptance of Deed</b>		4 to 5 minutes	4 to 5 minutes
			<b>Reject</b>	Return Deed with reasons and entry goes to the Book No.2 automatically.		
			<b>Accept</b>	<ul style="list-style-type: none"> <li>• Capture the photographs of parties, witnesses and identifiers.</li> <li>• Print the Party Details form for parties to sign and thump impression.</li> <li>• Mark electronically to RC for fees collection etc.</li> </ul>		
			<b>Note: -</b> If the registering officer decides to return the document to the parties due to incomplete/incorrect documentation for rectifying the deficiencies (instead			

SL. No	System	Duty	Stages/Steps	Time in minutes	
				Document Registerable in book No.1	Document Registerable in book Nos 3 & 4
			of rejection), the same should be shown as “Returned to parties” in the HimRis.		
5	Computerized	R.C	<ul style="list-style-type: none"> <li>• Fee collection</li> <li>• Generate &amp; Print receipt ( Fee &amp; service charges)</li> <li>• Deed Number Generation</li> <li>• Mark for the final endorsement to SRO electronically.</li> </ul>	3 to 5 minutes	3 to 5 minutes
6	Computerized	SRO	<ul style="list-style-type: none"> <li>• Print Final Endorsement and endorse deed by signing.</li> <li>• Mark electronically to RC for Scanning &amp; Delivery.</li> <li>• Original Deed is returned to RC along with endorsement for affixing the seals etc.</li> </ul>	2 to 3 minutes	2 to 3 minutes
7	Computerized	R.C	Deed Scanning	3 to 5 minutes	3 to 5 minutes
8	Manual	R.C	Return Registered deed to parties.	1 to 2 minutes	1 to 2 minutes
<b>TOTAL TIME TAKEN</b>				25 TO 35 minutes	20 to 30 minutes
<b><i>NOTE-The estimated time scheduled 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.</i></b>					

## Work Flow



## List of documents required for property registration

<b>Requirement of Gift deed</b>	
<b>Sr. No.</b>	<b>Name of the Document</b>
1	Nakal of Jamabandi
2	Circle Rate
3	Agriculturist Certificate of the donee or Permission U/s 118 of HPTRA whichever is applicable
4	Affidavit/Self Declaration of Donor and Donee regarding distance of land from road.
5	ID proof of Donor and Donee
6	PAN card of Donor/Donee (Optional)
7	Valuation of built up structure from register valuator in Case gift includes built up area.
8	Copy of approved map if built up area is within municipal limits
9	Copy of Tatima (If Tatima registry)

<b>Requirement of Lease Deed</b>	
<b>Sr. No.</b>	<b>Name of the Document</b>
1	Nakal of Jamabandi
2	Circle Rate
3	Agriculturist Certificate of the Lessee or Permission U/s 118 of HPTRA whichever is applicable, if required
4	Affidavit/Self declaration of Lessor and Lessee regarding distance of land from road.
5	ID proof of Lessor and Lessee
6	PAN card of Lessor/ Lessee (Optional)
7	Valuation of built up structure from register valuator in case lease includes built up area.
8	Copy of approved map if built up area is within municipal limits
9	If Leased land is Govt. Land, copy of lease sanction Letter.

**Requirement of Sale Deed**

Sr. No.	Name of the Document
1	Nasal of Jamabandi
2	Circle Rate
3	Agriculturist Certificate or Permission U/s 118 of HPTRA whichever is applicable
4	Affidavit/Self Declaration of Seller and Purchaser regarding distance of land from road.
5	ID proof of seller and Purchaser
6	PAN card of Seller/Purchaser (Optional)
7	Valuation of built up structure from registered valuator in case sale includes built up area.
8	Copy of approved map if built up area is within municipal limits
9	Copy of Tatima (If Tatima registry)

**Requirement of Lease Deed**

Sr. No.	Name of the Document
1	Nakal of Jamabandi
2	Agriculturist Certificate of the Mortgagee if Mortgage is with possession
3	ID proof of Mortgagor and Mortgagee