

## DOCUMENT REGISTRATION

The Procedure for Registration of documents where transfer of immovable properties are involved, is as follows :

1. **Preparation of Document :** A Document can be prepared by the parties to the document on their own or by utilizing the module provided by the Department as a free service in the web portal of the Department i.e., Public Data Entry Module. In case of Public Data Entry, the parties to the document have to fill the data in the fields by themselves and after entering the entire data, the Document can be generated basing on the input.
2. **Presentation of Document :** The generated / prepared document shall be presented before the Registering Officer within four months from the date of signing and the Registering Officer after verifying the recitals of the document and the link documents, will pass the document to the Senior Assistant.
3. **Verification of Webland & Market Value :** The Senior Assistant will verify the list of Prohibited properties and if the property involved in the document is not under any prohibition, verify the electronically maintained ROR(IB) in case of Agricultural land and tax receipts in case of Non Agricultural lands and if the properties are in the names of the executing parties, then verify whether the market value is appropriately adopted or not and whether the duties are sufficiently paid and if they are appropriately paid, then pass the document to the Data Entry Operator.
4. **Preparation of Registration Checkslip :** If the document presented by the party is prepared through PDE Module, the data entered by the party will be automatically reflected in the end of the DEO and the Data Entry Operator will verify the data entered by the party and if not through PDE, the DEO will enter all the particulars of the Parties, Witnesses, Property particulars and then generates a checkslip called Registration Checkslip. After preparation of Registratin Checkslip, the cash receipt will be generated.
5. **Reverse Endorsements :** After preparation of Registration Checkslip and Cash Receipt, the photographs and finger prints of the parties and witnesses will be obtained electronically and an endorsement will be generated on the reverse of the document and signatures of the parties and witnesses will be obtained on the endorsements so generated and the Sub Registrar will then assign a Document Number for the document affix his signature on the Registration Certificate.
6. **Scanning :** After assigning the document number by the Sub Registrar, the document will be sent back to the Data Entry Operator and the Operator enters the document number in the Software and then will scan the entire document.
7. **Digital Signing :** At the end of the day, after completion of scanning all the documents, all the documents will be digitally signed by the Sub Registrar and will be saved in the Central Server.

### Conditions :

- Document other than Will deeds shall be presented for registration with in four months from the date of signing. In case of delay in presenting within the stipulated period of four months citing unavoidable circumstances by the parties, the Registrar may condone the delay after collecting the penalty. But in any case, the delay shall not exceed four months. That means a document shall be presented before the concerned Registering Officer for registration with in four months without any penalty; and within eight months by paying penalty. But no document shall be accepted for

registration after lapse of eight months from the date of signing (execution) by the parties.

- In respect of document executed outside India, the document can be presented for registration before the jurisdiction Registering Officer within four months after its arrival in India. The party presenting the document may have to prove to the satisfaction of the Registering Officer that the document was received in India on a particular date with documentary evidence like courier delivery receipt, affidavit from carrier of the document, etc.,
- Will deeds can be presented at any time. No time limit is prescribed to present the will deeds. A Will can be presented by the beneficiary even after the death of the testator. The Registering Officer will conduct enquiry as per the provisions of Registration Act, and may register the will if he is satisfied that the will was properly executed by the deceased testator.
- Such general power of attorney is optionally registrable document; and if parties wish to get it registered, they can get it registered. A power which requires attestation, even though it is registered as per the provisions of Registration Act, 1908 instead of attestation, shall not be accepted by the Registrar/Sub Registrar as it is incurable defect.