USER MANUAL FOR SLOT BOOKING SERVICE

GOVERNMENT OF ANDHRA PRADESH

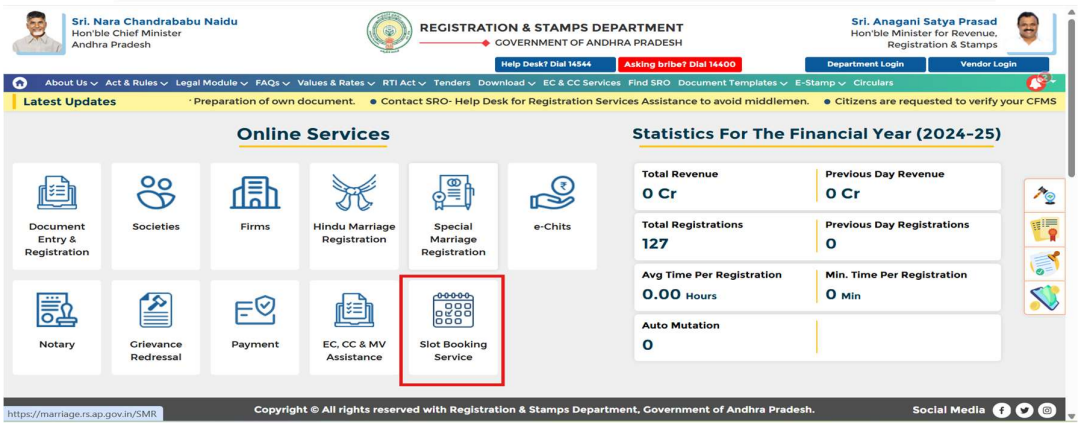
REGISTRATION AND STAMPS DEPARTMENT

VIJAYAWADA (2025)

PUBLIC SLOT BOOKING SERVICE AT WEDSITE

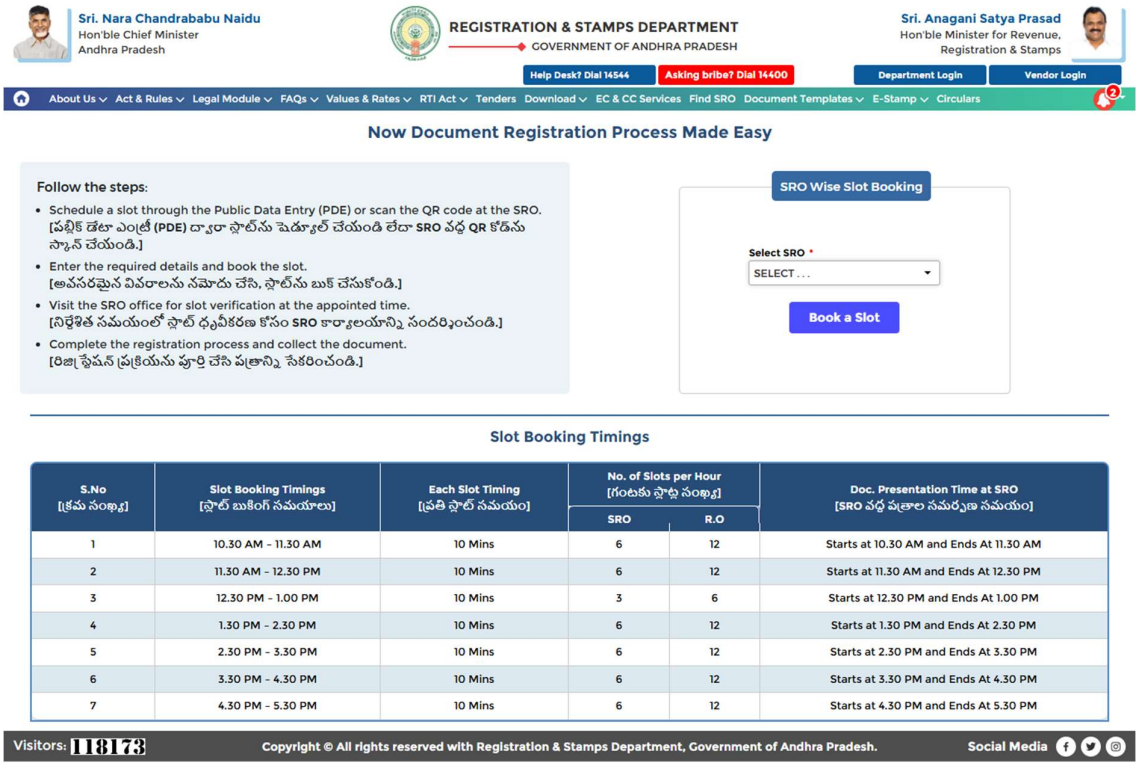
Step 1: Accessing the Portal

1. Open a web browser and go to https://registration.ap.gov.in/igrs.
2. The user will be navigated to the **landing page**.
3. Click on the **Slot Booking Service** button.



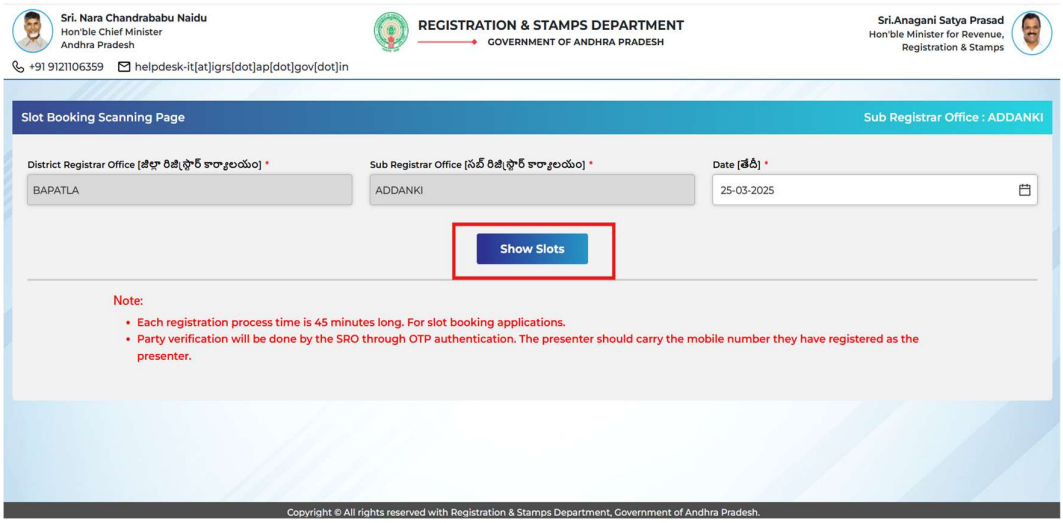
Step 2: Navigating to the Document Registration Page

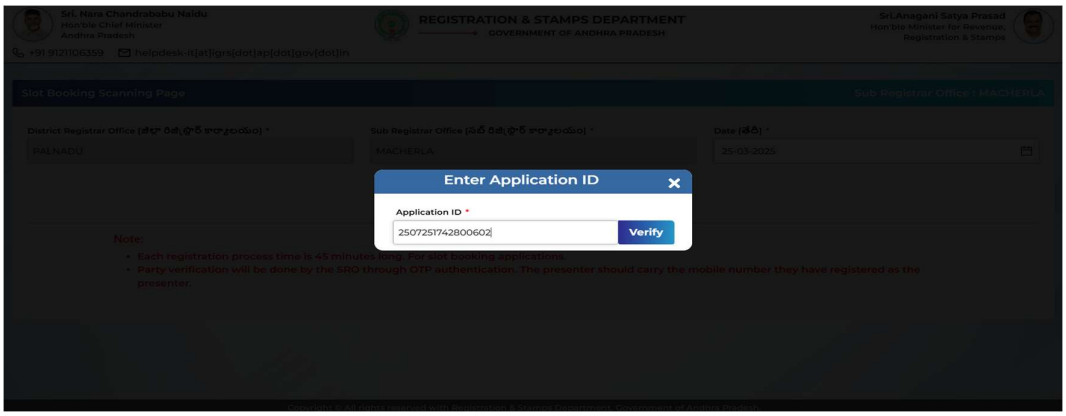
1. After selecting the **Slot Booking Service** option, the user is redirected to the **"Now Document Registration Process Made Easy"** page.
2. Select the **Sub-Registrar Office (SRO) / RO office** from the drop-down menu.
3. For SRO there are 39 slots, and for RO there are 79 slots
4. Click on the **Book a Slot** button.



Step 3: Slot Booking and Scanning Page

- The user is navigated to the Slot Booking – Scanning Page.
- Select the desired date and click on Show Slots.
- Slot booking is displayed on a day-by-day basis.
- Users can book slots up to 15 days from the current date.
- Available slots for the selected date will be displayed for selection.
- A pop-up window appears prompting the user to enter the Application ID.
- Enter the Application ID and click on the Verify button.



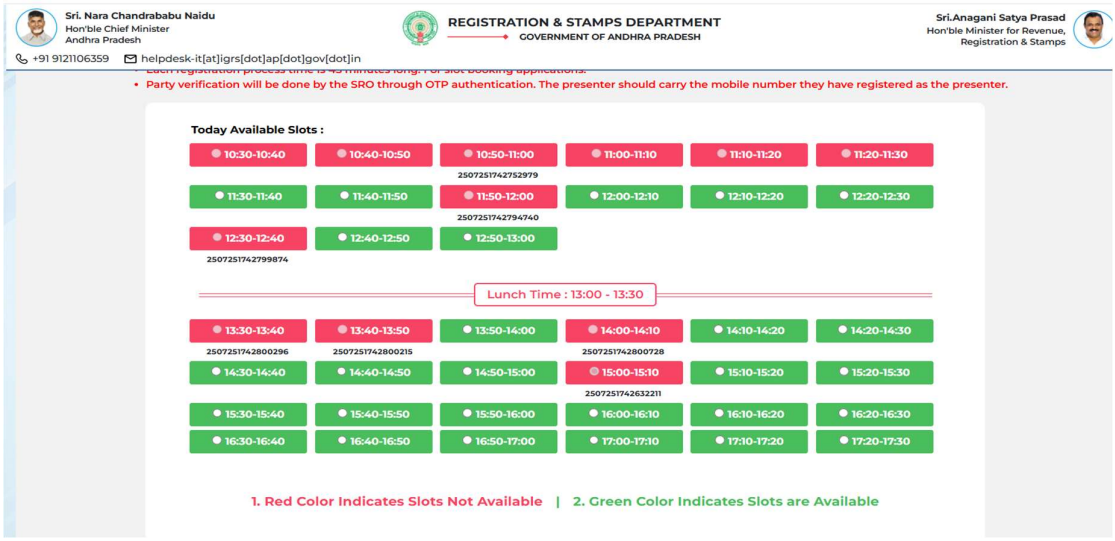


Step 4: Verification of Application ID

- If the **Application ID is invalid**, the user will receive an **error message**.
- If the **Application ID is valid**, the user is navigated to the **slot booking screen**.

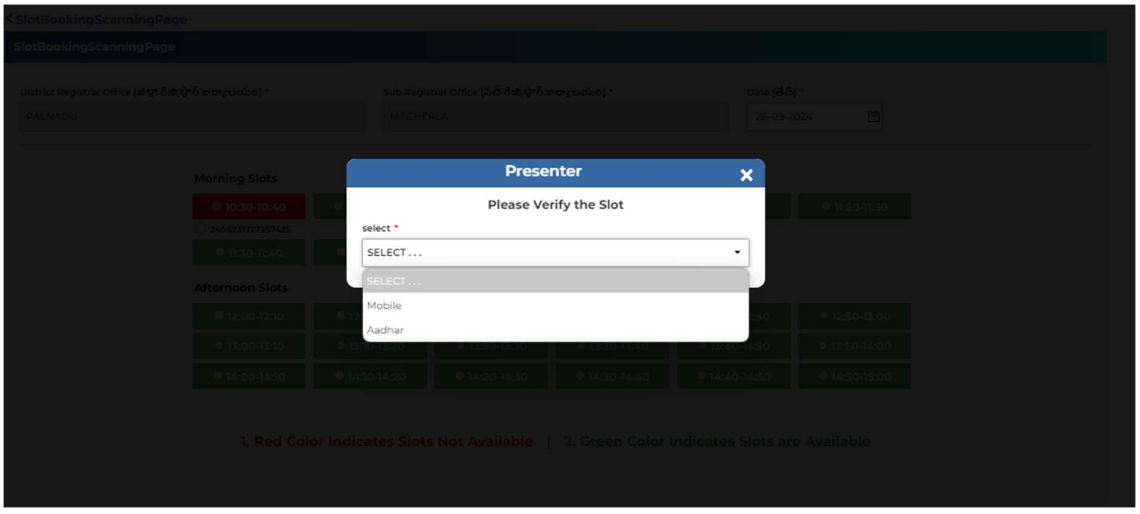
Note:

- Available slots will be displayed in green color.
- Booked slots will be displayed in Red Color.

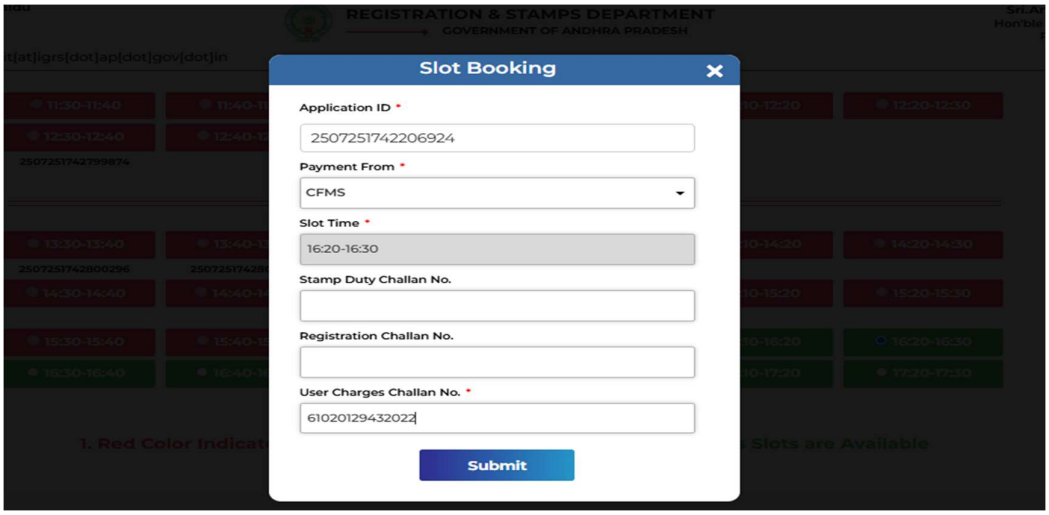


Step 5: Booking a Slot

- The user can now book a slot using **Aadhaar OTP** or **Mobile OTP-based verification**.



- Select one of the following options:
    - **IGRS-PDE**
    - **Challan**

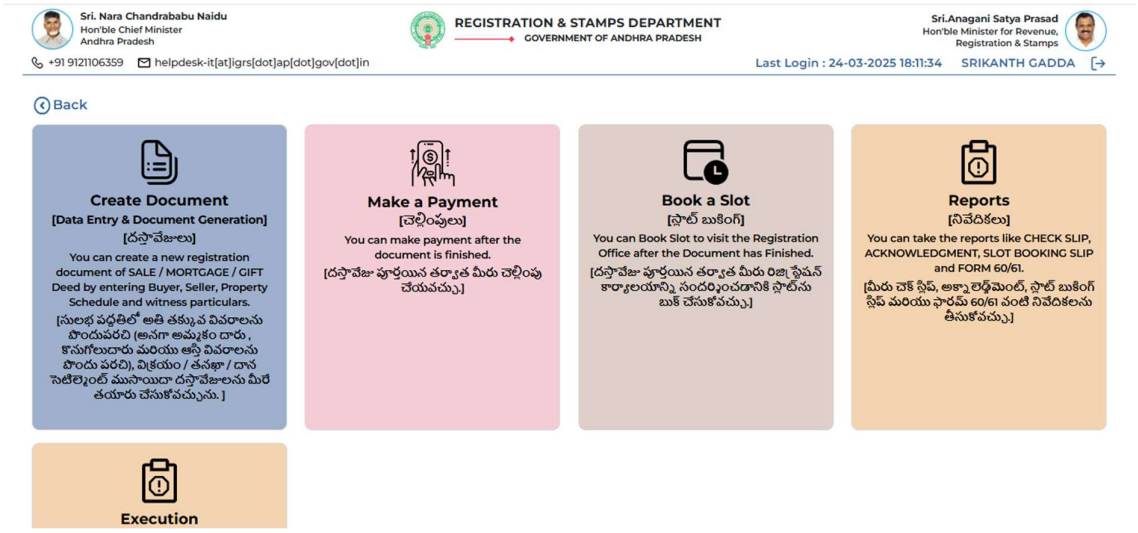


- If the user selects **IGRS-PDE**, enter the **single challan number** in the Department Transaction ID field.
- If the user selects **Challan**, enter the following details:
    - **Stamp Duty (SD)**
    - **Registration Fee (RF)**
    - **User Charges (UC)**
- Click on the **Confirm** or **Submit** button to complete the slot booking process.

PUBLIC SLOT BOOKING USING THE PDE APPLICATION

Step 1: Accessing Slot Booking

1. Open PDE application
2. Click on the Book a Slot option.



Step 2: Navigating to the Slot Booking Page

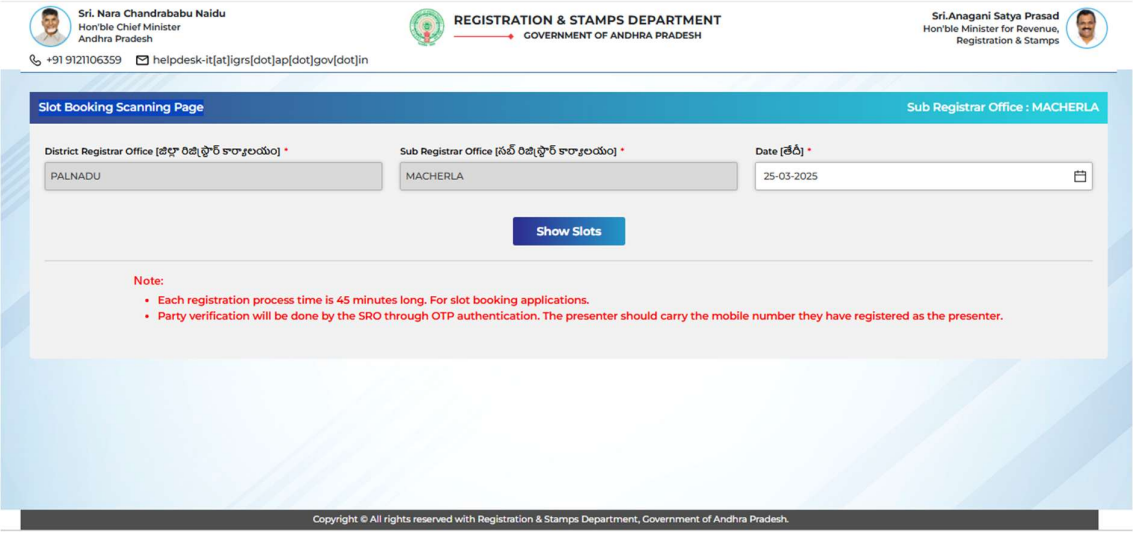
1. The user will be redirected to the Slot Booking Page.
2. Select the application for which the slot needs to be booked.

3. Click on either:

- Action button – to proceed with booking.
- Reschedule button – to modify an existing booking.

Step 3: Proceeding with Slot Booking

- After clicking the Action button, the user will be redirected to the Slot Booking – Scanning Page.

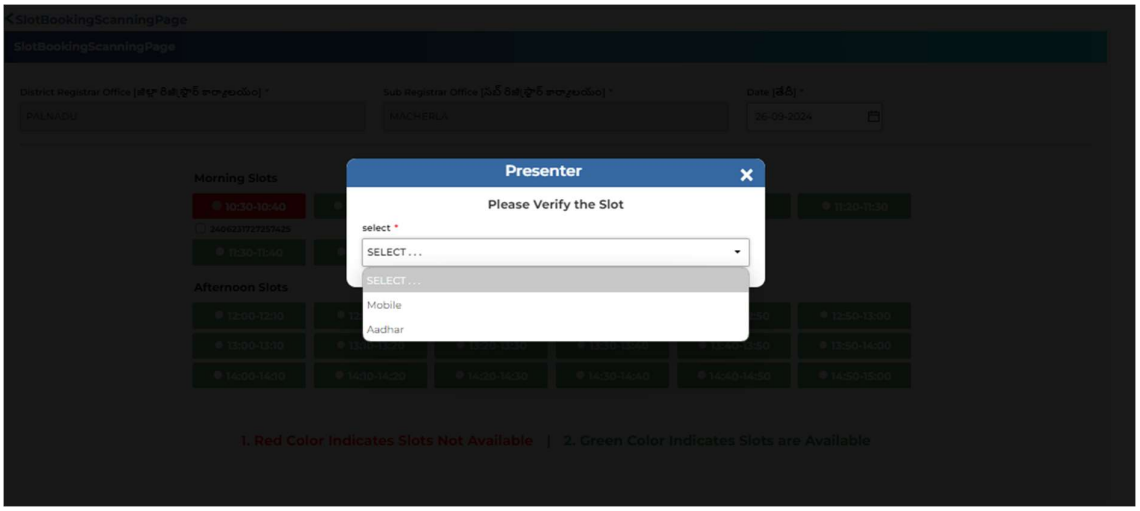


Step 4: Verification of Application ID

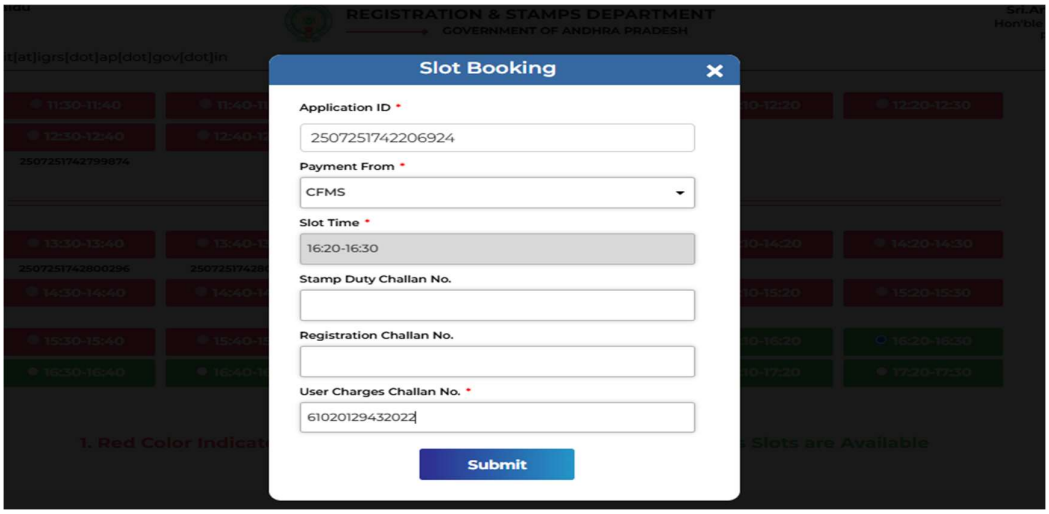
- Application is automatically displayed and click on Verify button

Step 5: Booking a Slot

- The user can now book a slot using Aadhaar OTP or Mobile OTP-based verification.

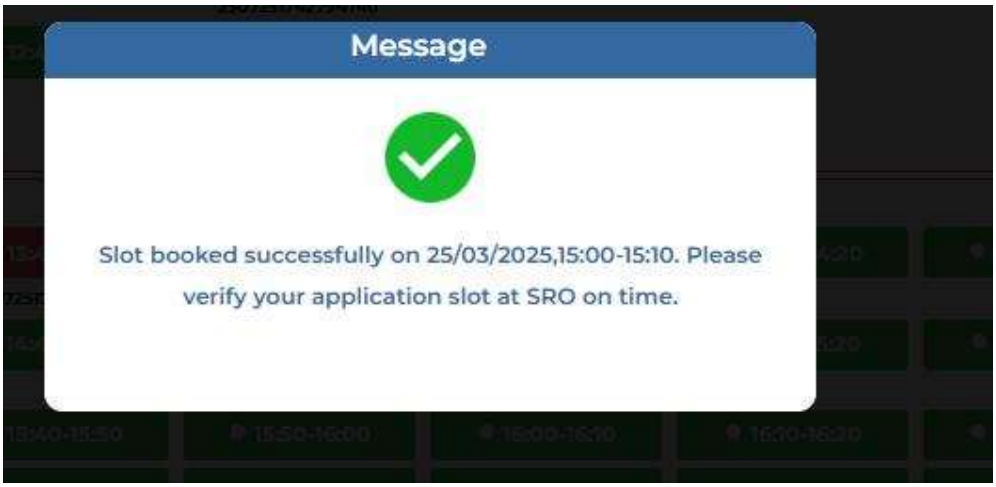


- Select one of the following options:
    - IGRS-PDE
    - Challan



- If the user selects **IGRS-PDE**, enter the **single challan number** in the Department Transaction ID field.
- If the user selects **Challan**, enter the following details:
    - **Stamp Duty (SD)**
    - **Registration Fee (RF)**
    - **User Charges (UC)**

- Click on the **Confirm** or **Submit** button to complete the slot booking process.

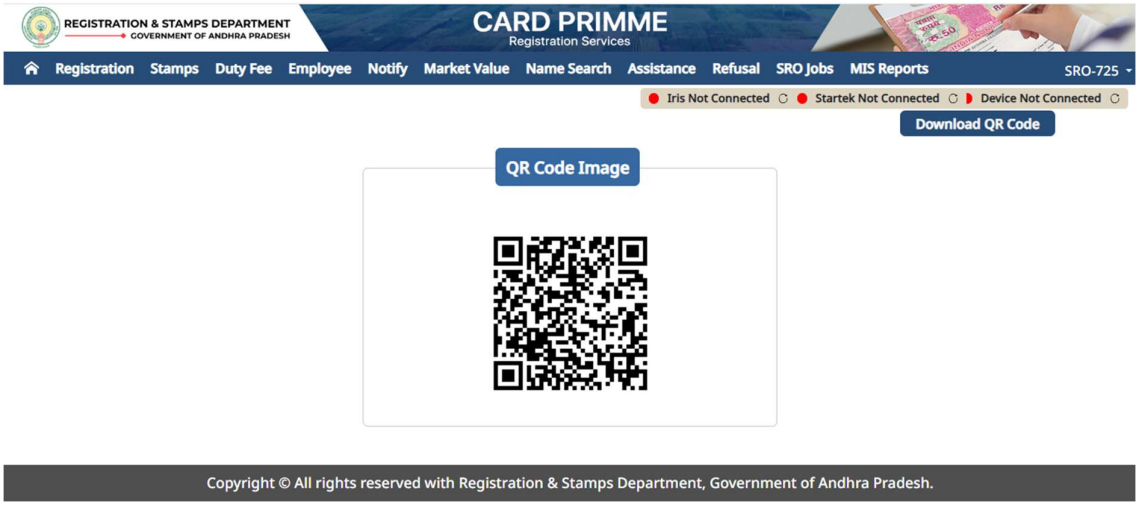


PUBLIC SLOT BOOKING AT SR OFFICE USING QR CODE

If the user wishes to book a slot through a QR code, they should follow the steps below:

Step 1: Generate and Display the QR Code

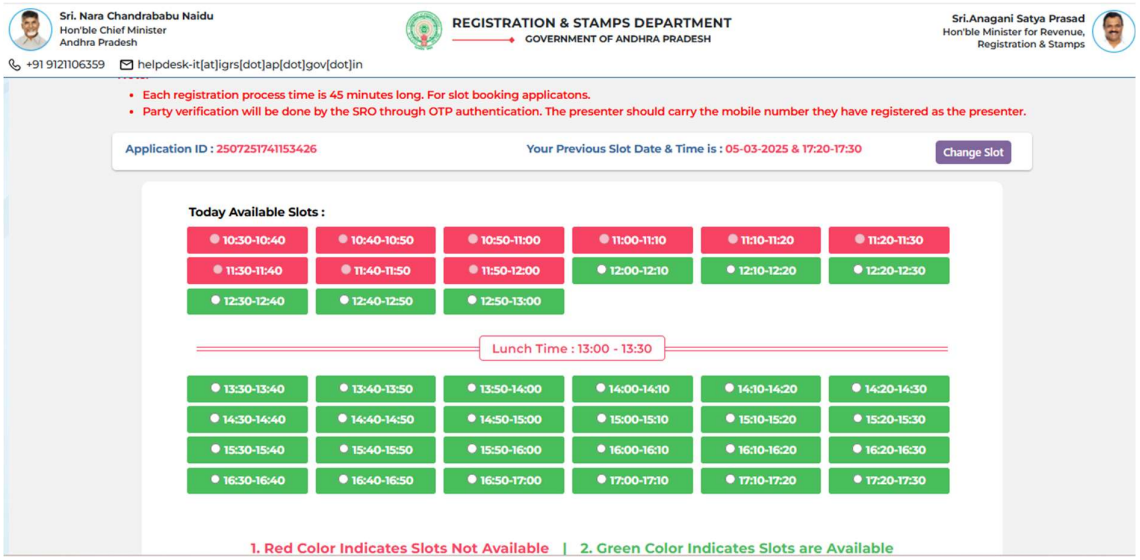
- The QR code will be displayed, allowing the Sub-Registrar Office (SRO) to download or print it for public access.



Step 2: Scan the QR Code

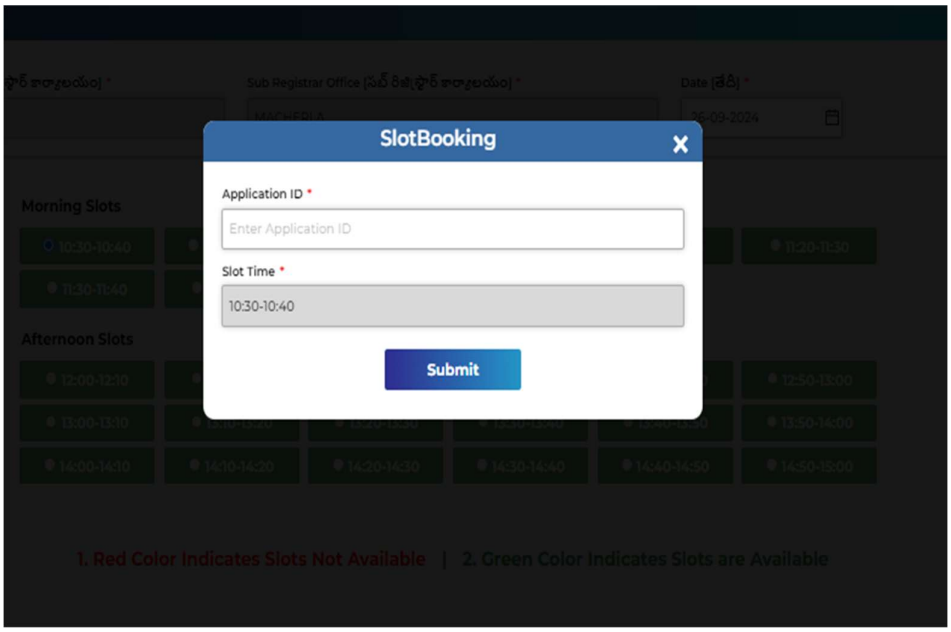
1. The user must scan the QR code using their smartphone camera or a QR code scanner app.

2. After scanning, the user will see the URL, click on URL will redirected to the Slot Booking Page.

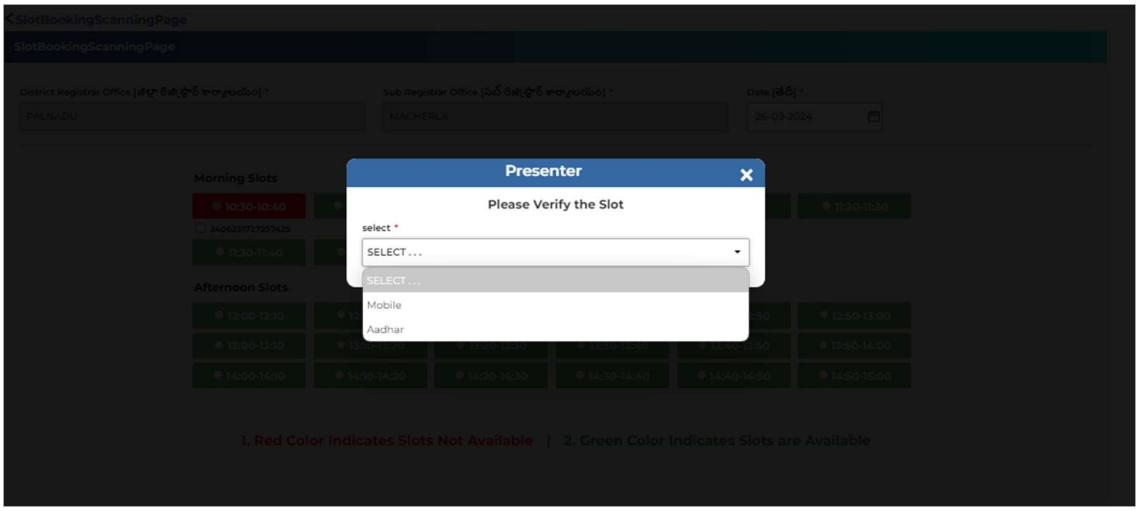


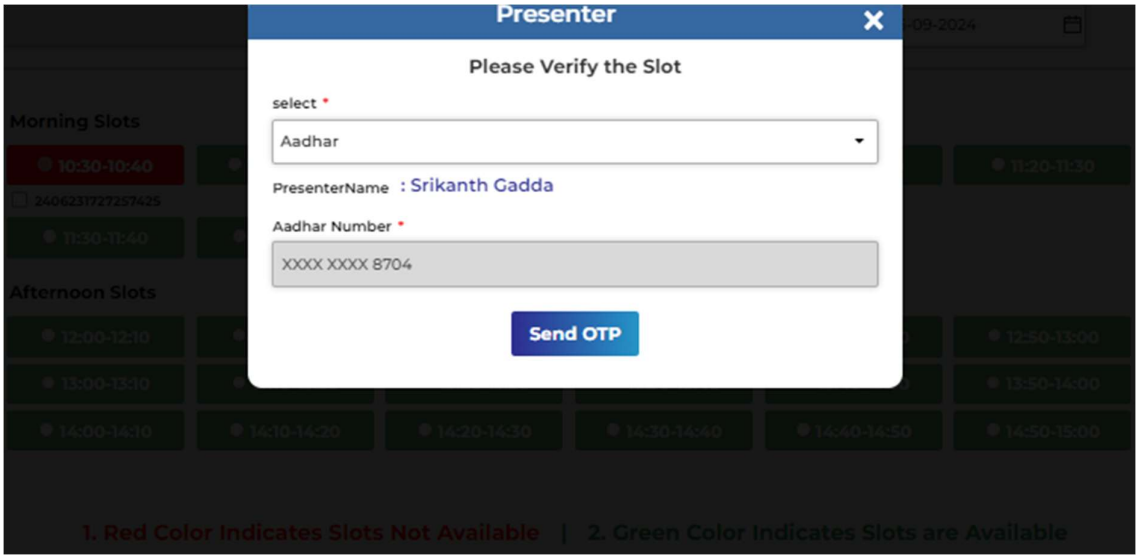
Step 3: Select and Book a Slot

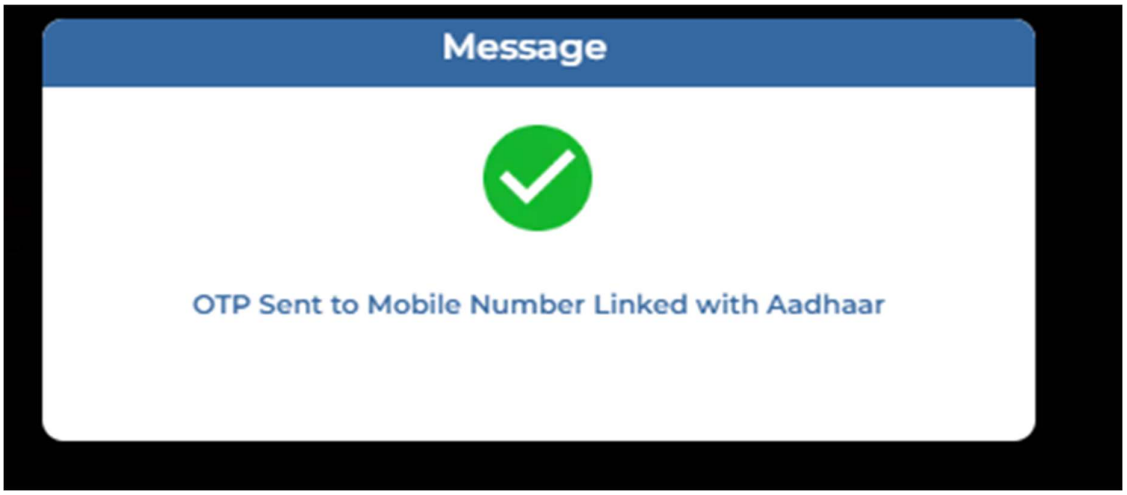
1. Choose the desired slot from the available options.
2. Enter the required application details (if prompted).



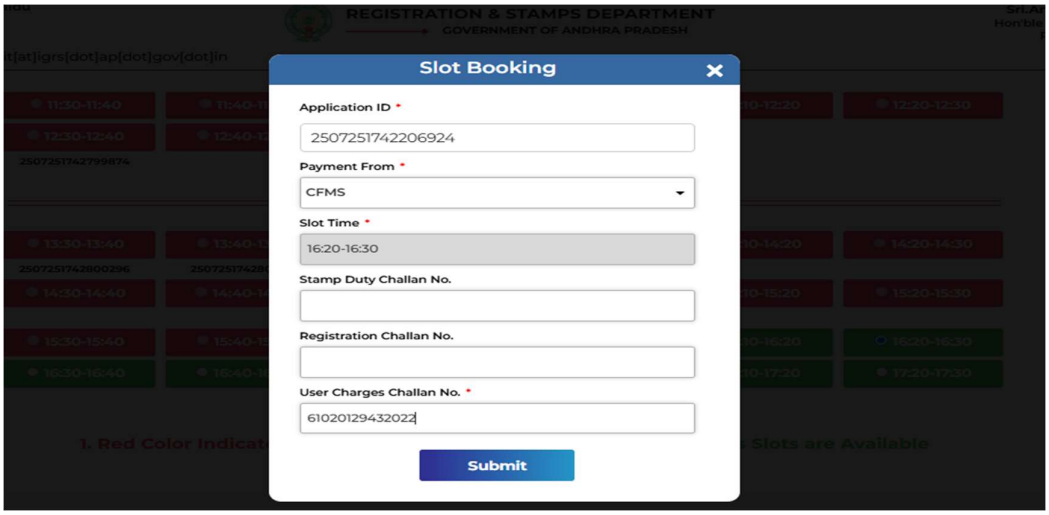
3. Authenticate using Aadhaar OTP or Mobile OTP.


SlotBookingScanningPage
Presenter
Please Verify the Slot
select *
SELECT . . .
Mobile
Aadhar
Morning Slots
Afternoon Slots
1. Red Color Indicates Slots Not Available | 2. Green Color Indicates Slots are Available


Presenter
Please Verify the Slot
select *
Aadhar
PresenterName : Srikanth Gadda
Aadhar Number *
XXXX XXXX 8704
Send OTP
Morning Slots
Afternoon Slots
1. Red Color Indicates Slots Not Available | 2. Green Color Indicates Slots are Available


Message
OTP Sent to Mobile Number Linked with Aadhaar

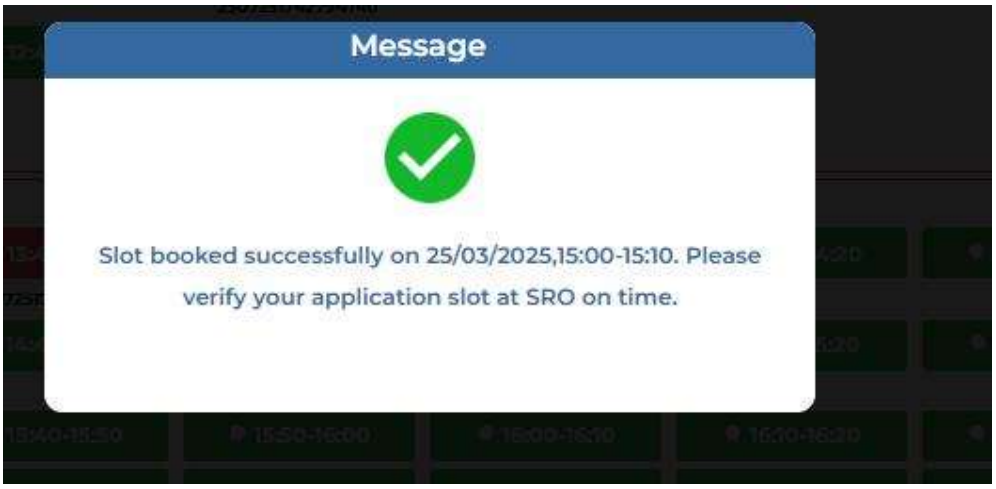
4. Enter Department transaction ID if the user selects IGRS-PDE or UC,SD,RF if user select challan



5. Click Submit to finalize the booking.

Step 4: Confirmation

- Upon successful booking, a confirmation message will be displayed.



RESCHEDULE THE SLOT

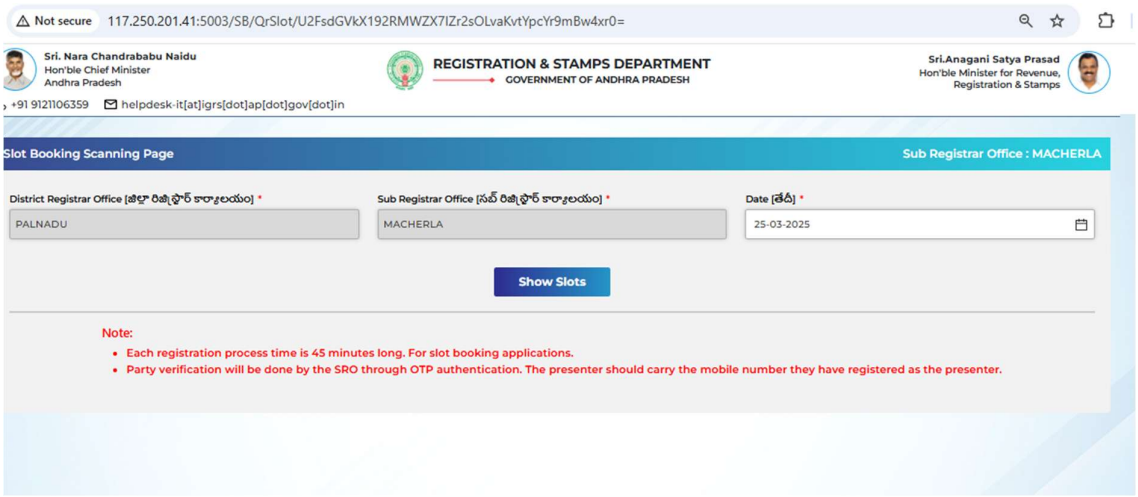
Key Points to Note:

- Users can reschedule a slot if the party is unavailable for the presentation.
- Rescheduled slots will only be available for future dates.
- A rescheduling fee of **₹200** is applicable for each rescheduled slot.
- Payment must be made through the **IGRS payment gateway**, not through CFMS.
- Users can reschedule a slot either from the **PDE application** or by using a **QR code**.

Steps to Reschedule a Slot:

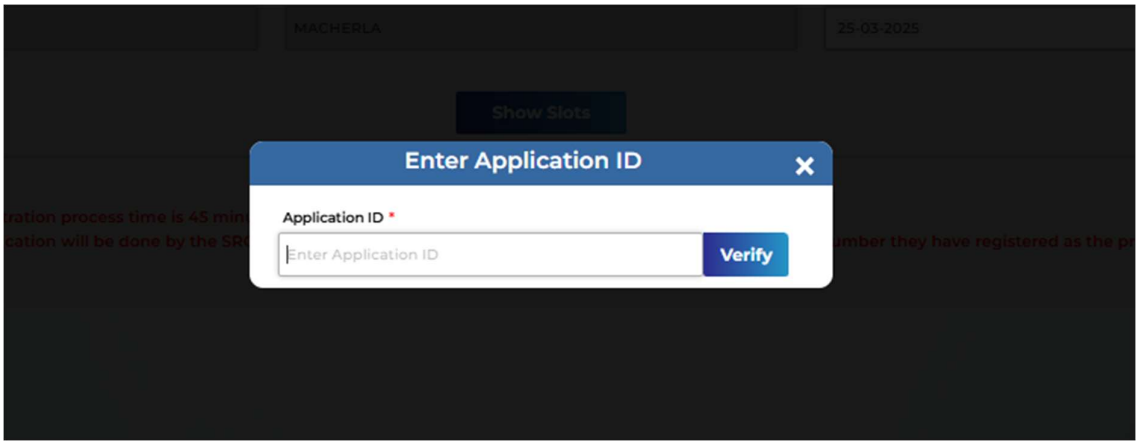
1. Access the Slot Details Page

- Navigate to the **Slot Booking** section.
- Select the **Date of Slot Booking** and click **Show Slots**.



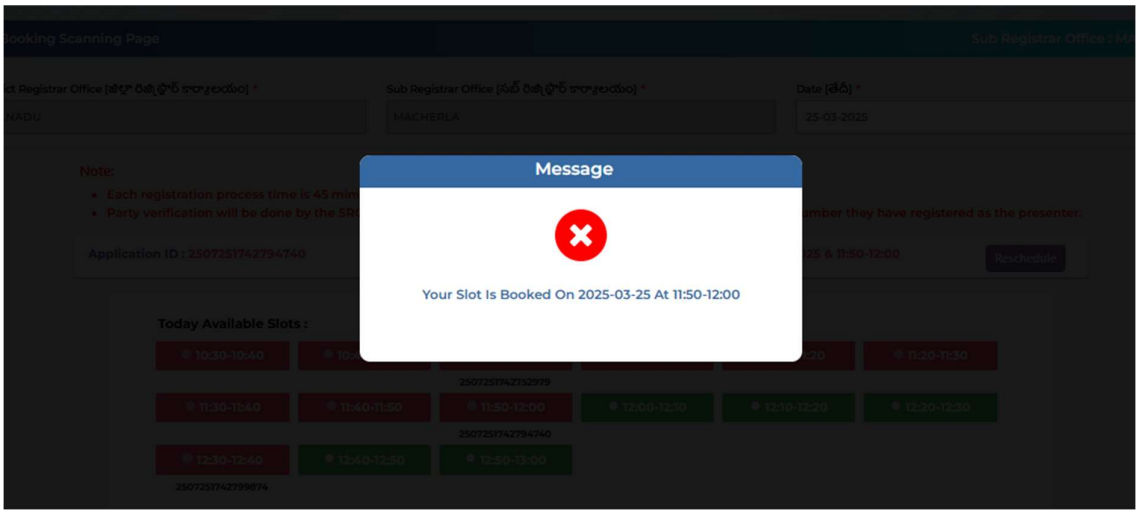
2. Enter Application ID

- A pop-up will appear prompting you to Enter the Application ID.
- Once entered, you will be redirected to the Slot Details Page.



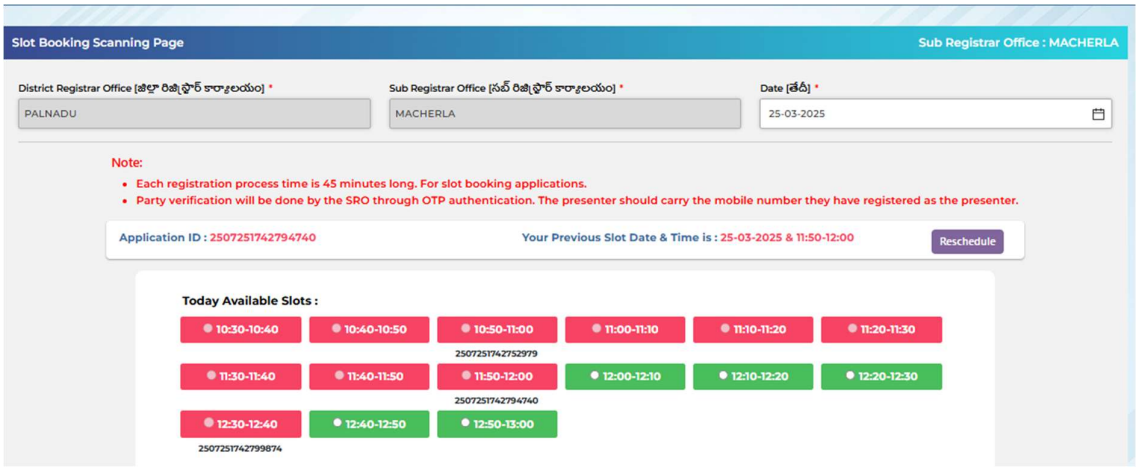
3. Check Existing Booking Status

- If the Application ID is already booked, an alert message will be displayed.

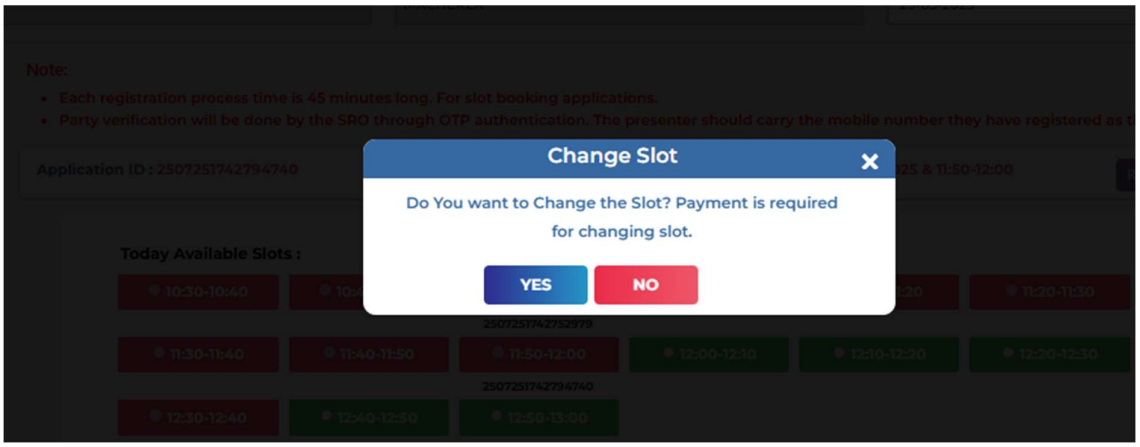


4. Initiate Slot Rescheduling

- A pop-up will appear prompting you to Enter the Application ID.
- Once entered, you will be redirected to the Slot Details Page.
- Click on the **Reschedule** button.

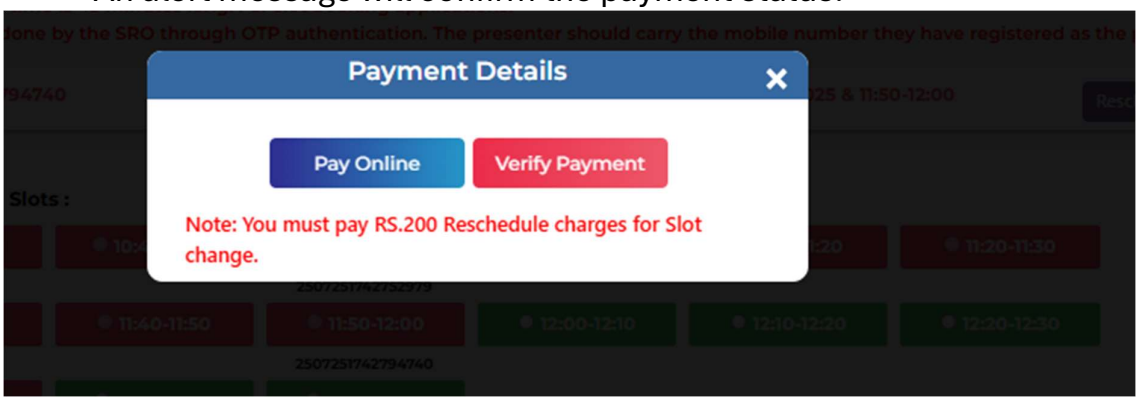


- A confirmation prompt will appear. Click **Yes** to proceed with rescheduling.



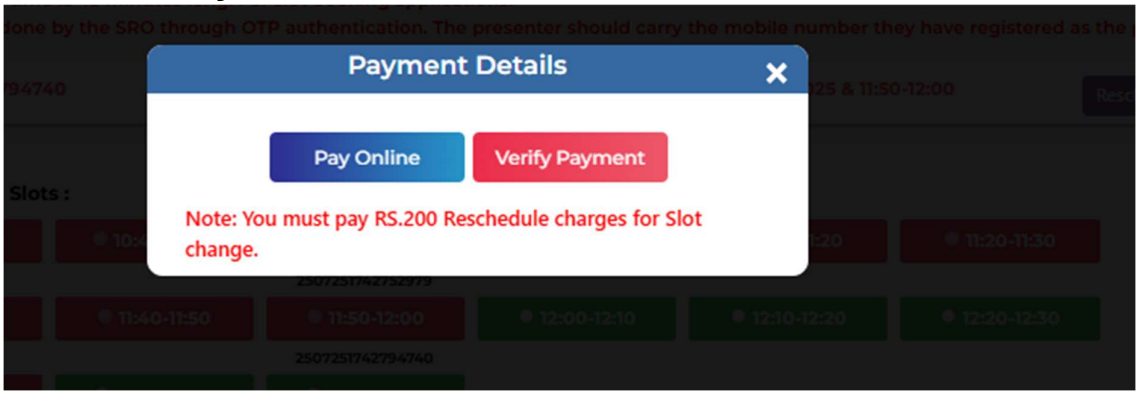
5. Verify Previous Payments

- Once click on Yes button the user can see the Payment details screen
- Click on **Verify Payment** to check previous transactions.
- An alert message will confirm the payment status.



6. Proceed to Payment

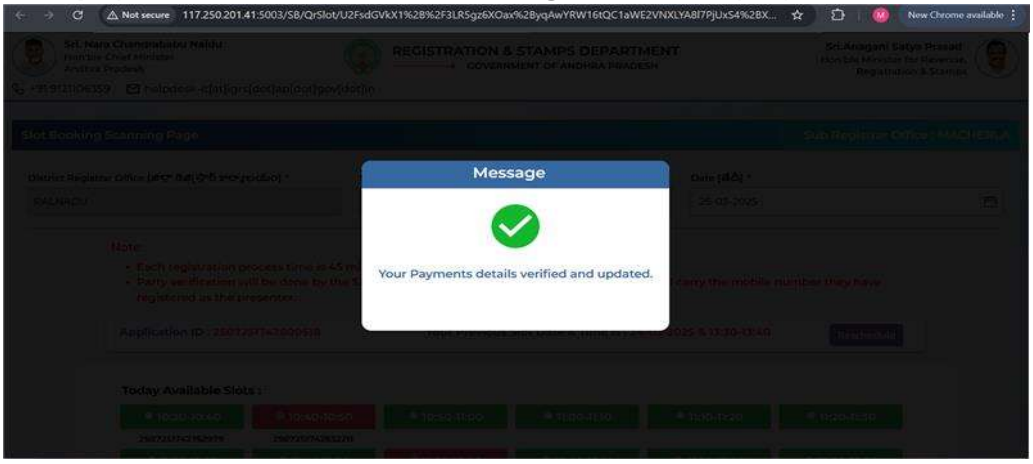
- Click on **Pay Online**, and you will be redirected to the **IGRS Payment Gateway**.



- Complete the **₹200 payment** for rescheduling.
- Upon successful payment, a **Payment Slip** will be generated.

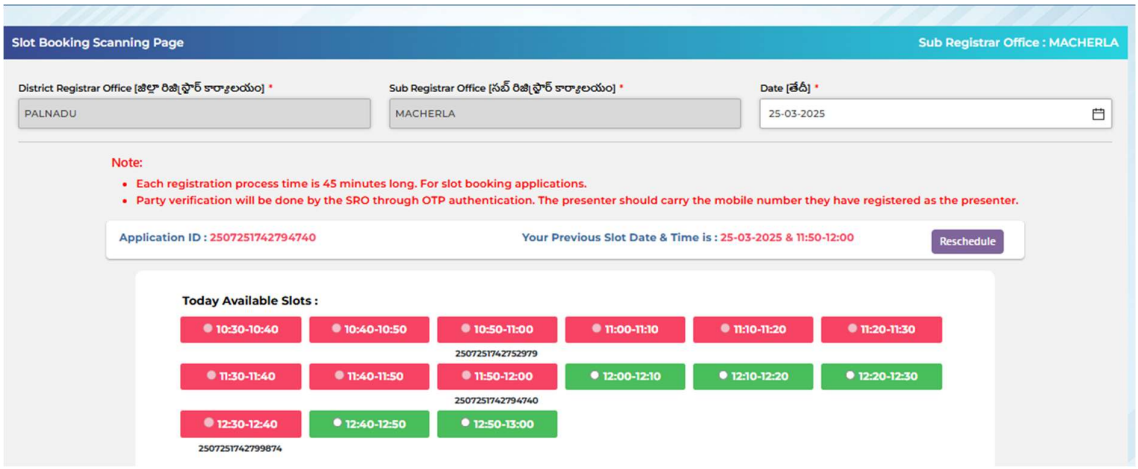
7. Confirm Payment

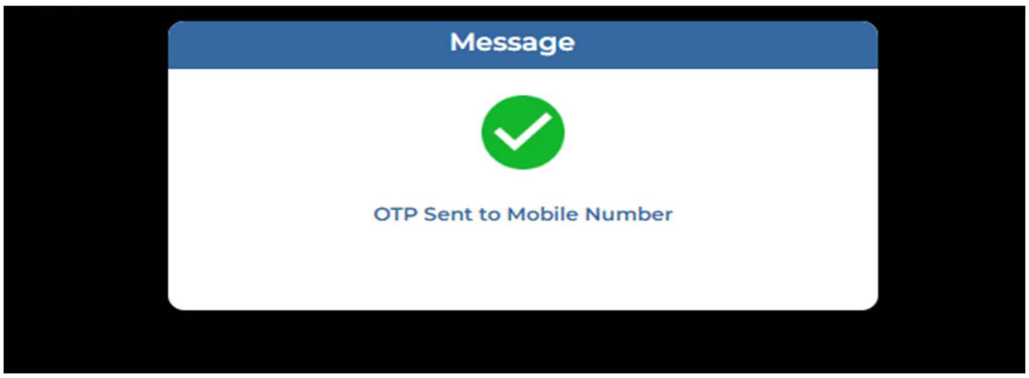
- Click on **Verify Payment** to confirm the payment transaction.
- A **payment confirmation message** will be displayed.



8. Select a New Slot

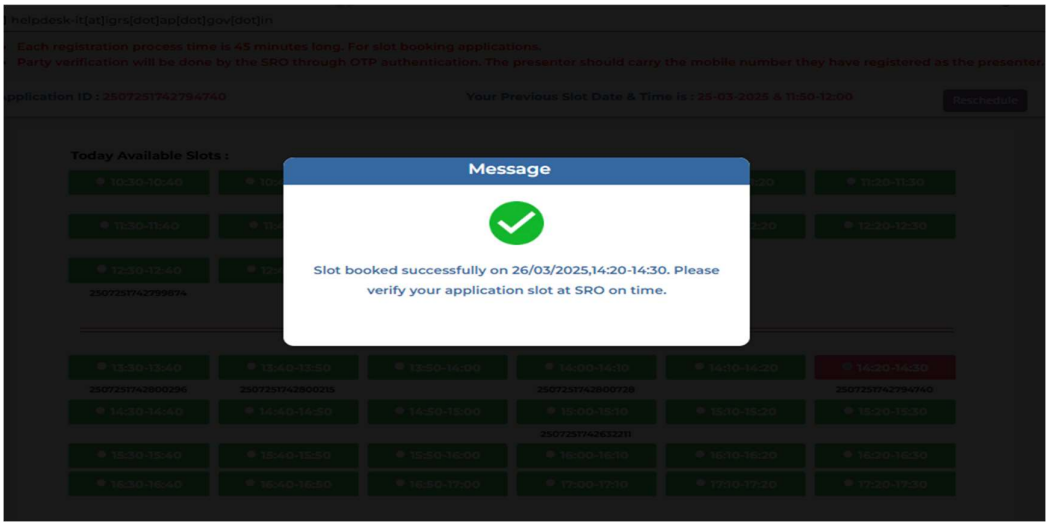
- Choose a **new slot time** from the available future dates.
- Select **Mobile Number / Aadhaar Number** for OTP verification.





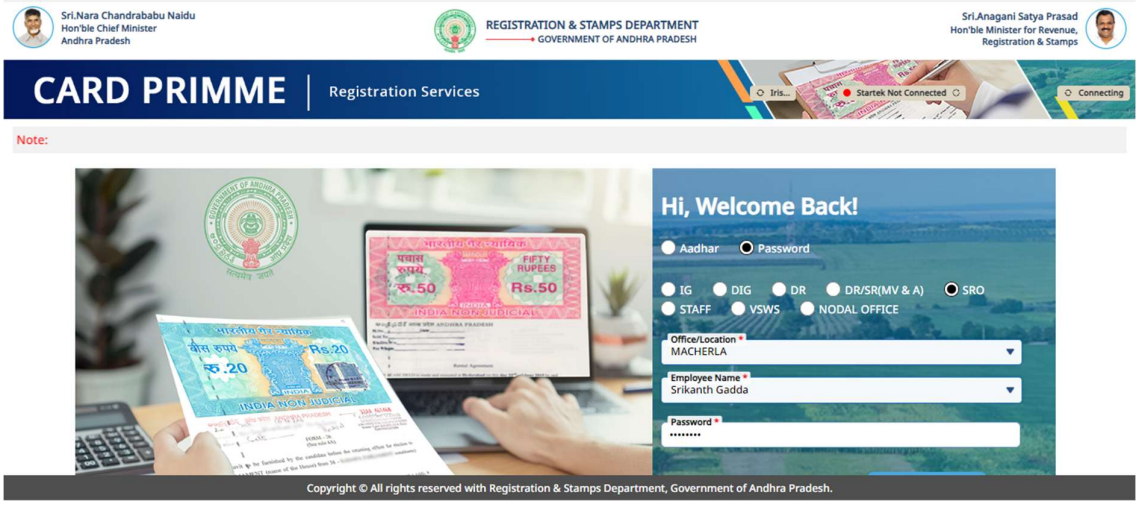
9. Complete Rescheduling

- Enter the OTP received on your registered mobile number.
- Once OTP verification is successful, the slot is rescheduled.
- A **confirmation pop-up message** will be displayed.

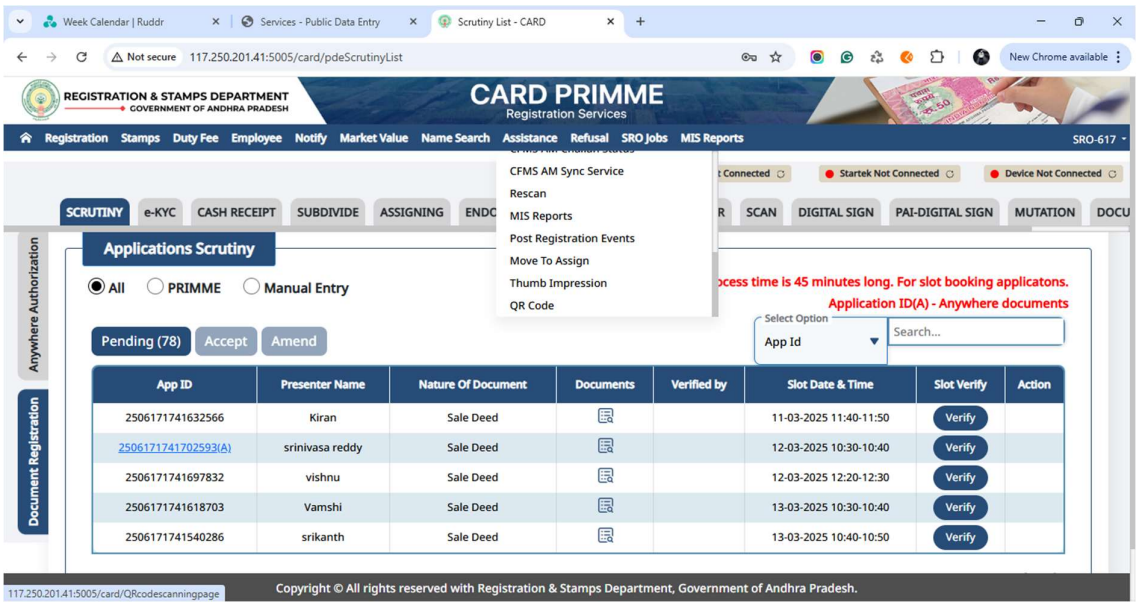


QR CODE IN CARD APPLICATION

Step 1: Login to SRO

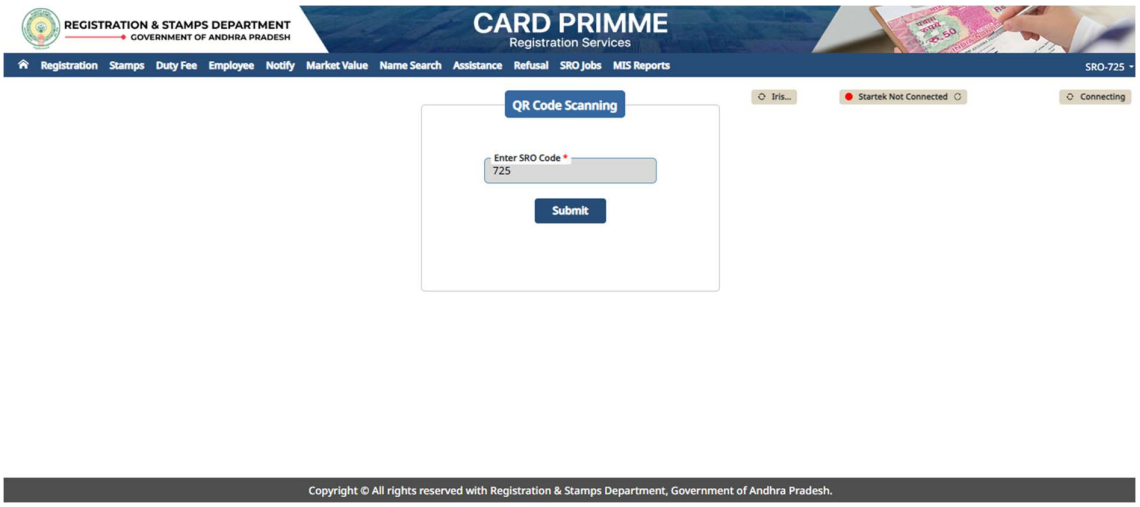


Step 2: SRO needs to generate the QR code which is available in the Assistance Module.

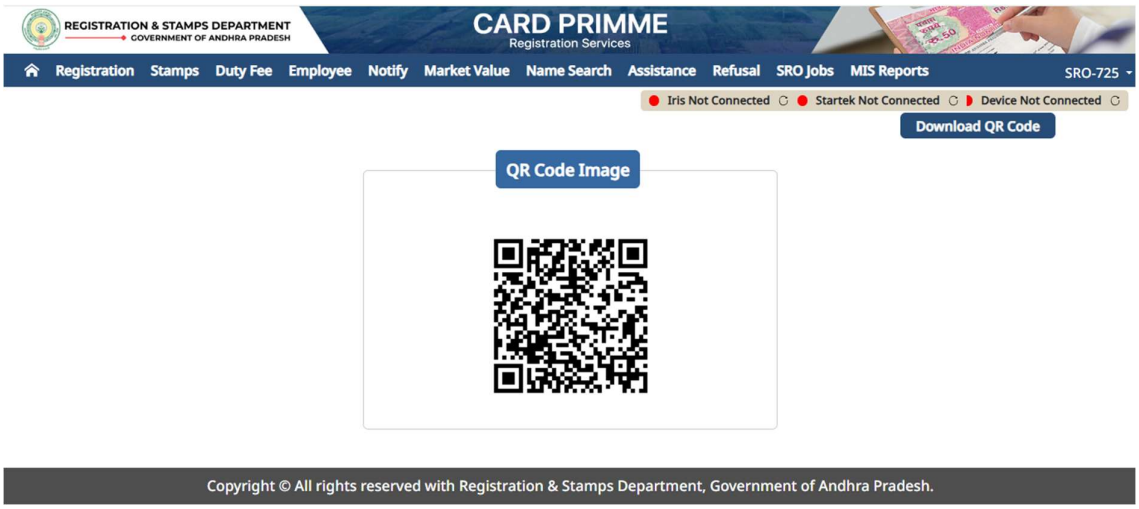


- Click on Assistance Module
- Click on the QR code for the Slot booking option.

Step 3: QR code Generate & Download



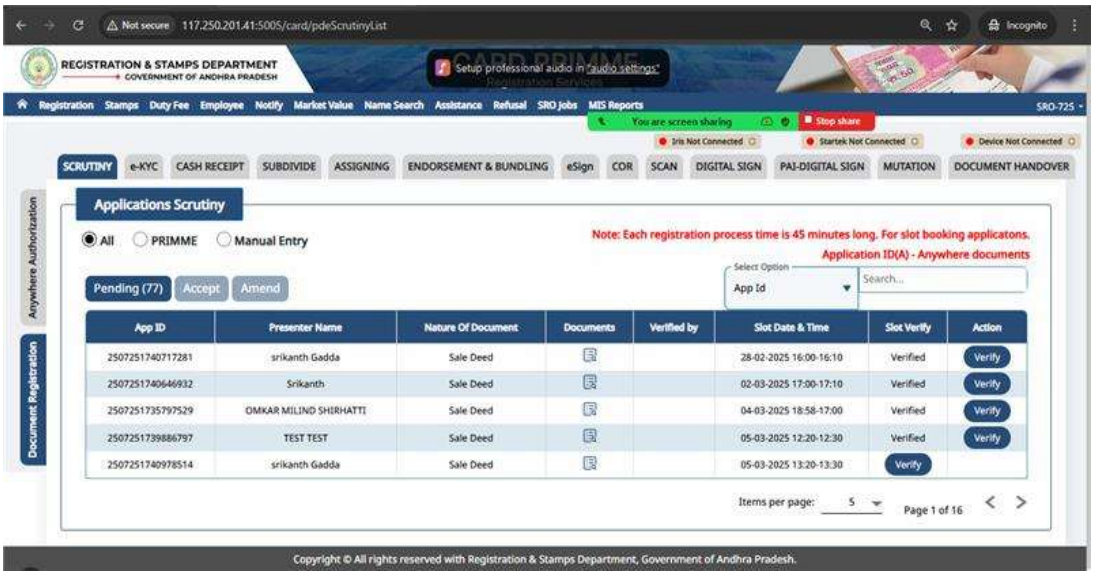
- Once you click on Generate QR code the QR code will be displayed, and SRO can download/Print it.



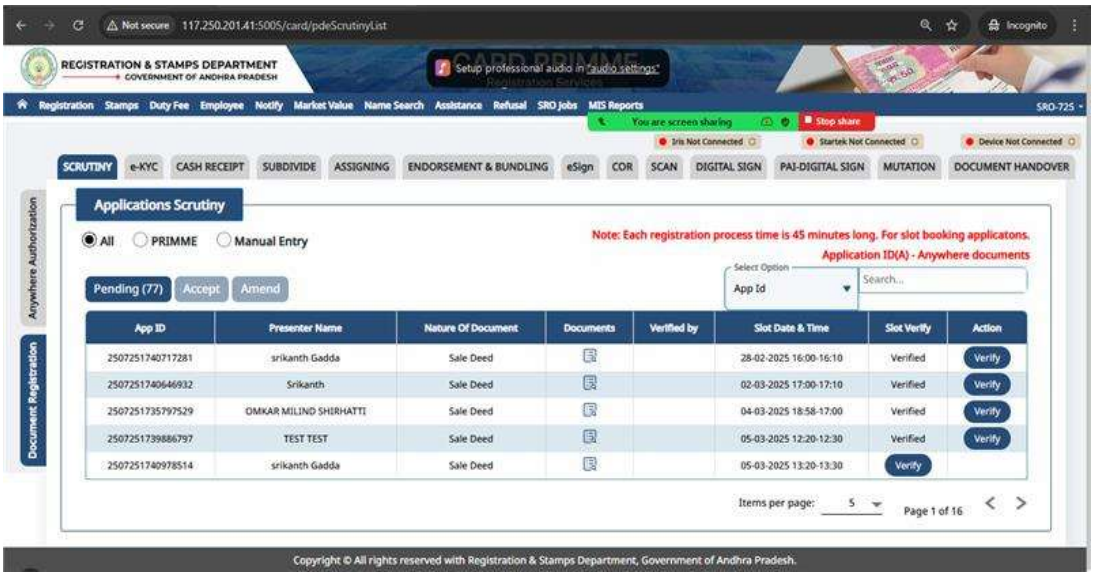
- Here, the public needs to scan the QR code using a smartphone.
- The user will navigate to a slot booking link page once the QR code is scanned.

SLOT VERIFICATION BY SR

- Once slot booking is done by QR code/Slot booking from PDE/ through the Slot booking on Website, those document details are shown hourly.
- Every app ID will display based on the slot timings till 1 hour with a grace period.



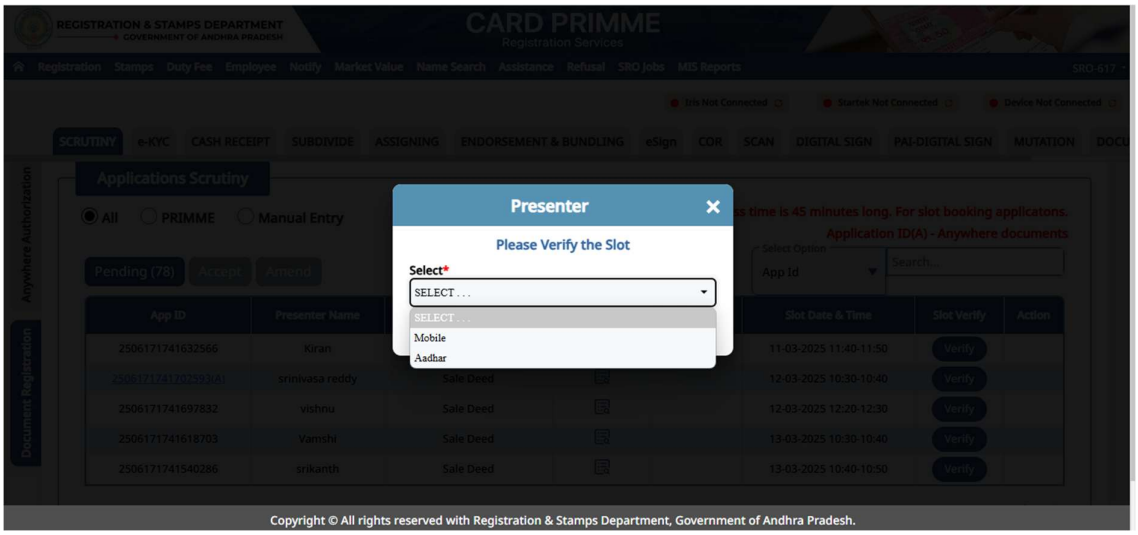
- If the slot is not verified After 1 hour of the submission time, then the Application ID will be hidden until the same day after 5:30pm.
- **Whoever missed the slots on that day the Public needs to reschedule the slots.**
- User can accept the document anytime once Slot verification is completed.

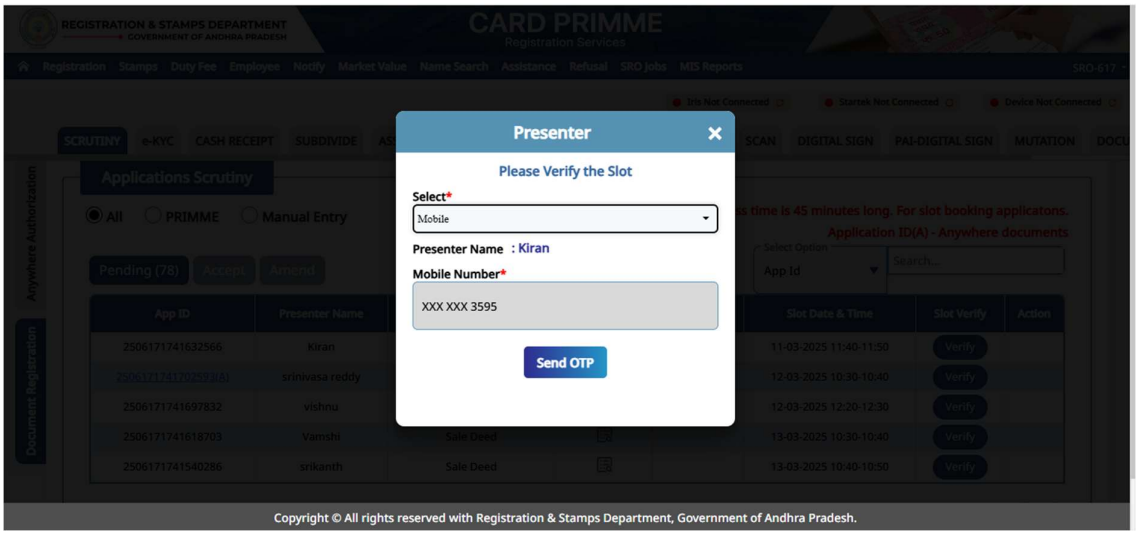


- Unverified slots will not get the Check Slip Verify button.

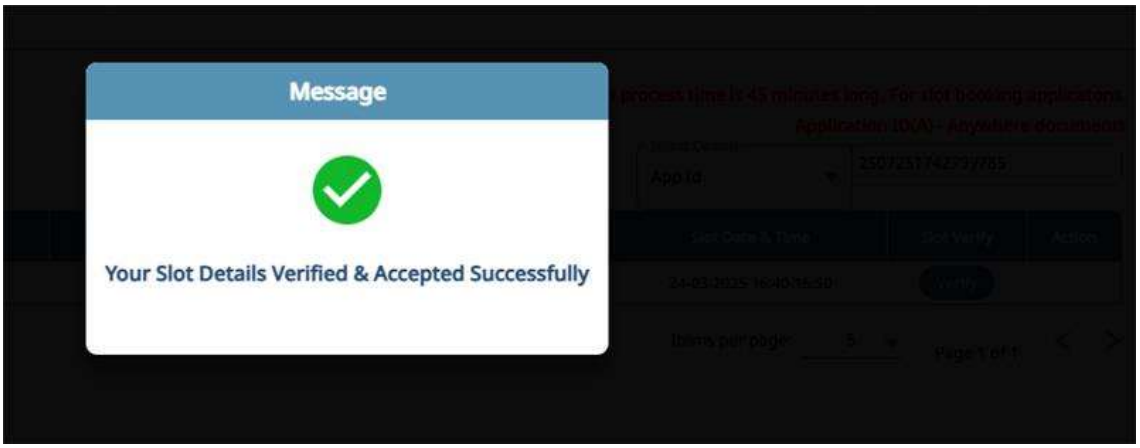
Slot verification will be done by below steps.

- User must select the application ID.
- Click on Slot Verify button.
- Once you click on slot verify button SR needs to select Mobile number/Aadar number for OTP.





- Slot verification will be completed Once OTP is verified and SR can see the success message



- Once the Slot is verified, the Doc Verify button will be enabled to that application and SR can do regular registration process flow.
- Slot verification should be done on specific slot times & Doc verification should be verified at any time during office hours
- All slot-verified documents are displayed at any time for Doc Verification