# Checklist and Step by Step detailed Procedure of Property Registration

	Checklist	For Deed Registration
S.N	Document Required	Details of Requirement
1	Proof Of Ownership	Fard Of Jamabandi/Certified Copy Of Original Old Sale Deed/Assessment Of MC/Mutation.
2	Identification Of The Parties	Ration Card/Voter Card/Driving License/Aadhar Card/Pan Card/Identity Card And ID Proof Of Witness Also.
3	Registration Of Document Through Power Of Attorney	Verification Of GPA From Where It Has Been Registered In Case It Has Been Registered Out Of State Only.
4	NOC Required U/S 7(A)	NOC From DTP Concerned If The Area Is Notified U/S 7(A) Of The HDRUA Act 1975.
5	Witness	Two Witness Of The Parties Along With ID Proof.
6	Map Plan	Map Plan And Description Of Immovable Property.
7	In Case Of Building/Plot	Digital Photograph Of Building/Plot.
8	In Case Of Release Deed	Mutation Of Virasat For Identification Of Ancestral Property.

## **Important Points**

- 1. Go on the website <u>http://jamabandi.nic.in/DeedTemplates.aspx</u> and download the desired deed. The deeds are available in Word/PDF format in Hindi and English language.
- The deeds in word format are editable and can be edited on a computer. Deeds in pdf format can be printed and necessary fields can be filled. Deeds can also be prepared by registered deed writers in respective tehsil. Deed templates are also available on helpdesk counters.
- Pay stamp duty (if any) in the forms of E-Stamp and fill the requisite fields in the respective deed template. Stamp duty can be paid in treasury branch or respective tehsil or over the website <u>https://egrashry.nic.in/</u>
- 4. This deed can be used to take appointment for e-registration. Please note that e-Stamp are necessary for taking appointment for deed registration.
- 5. Citizen can take appointment from respective E-Registration Helpdesk, which are established in all tehsil/sub-tehsil across the state, by showing the deed and choose date and time according to his/her convenience.
- 6. Citizens have to visit the Sub Registrar Office on the requisite date and time. Where his presence is marked and deeds are forwarded by Registration Clerk to Sub-Registrar.
- 7. Based on the comments of Registration Clerk, the Sub-Registrar marks or denies the registration.
- On marking, the deed is fetched into the HARIS, and deed data are recorded in the system.
   Photograph of party are also recorded into the system, and deed is regularized.
- 9. The regularized deed is presented to the Sub-Registrar, who will sign it and delivery of the deed to party is recorded into the system.
- 10. 2 witnesses of the parties shall be present at the SRO office at the time of registration

Note: Govt of Haryana has mandated for "e-Registration" and "e- stamping" for any deed registration in the state. The step is taken to ensure that the user is facilitated by online application, online document verification and making secured e-payments.

#### **Step Wise Flow of the Deed Registration Process**

#### <u>Time taken for Deed Registration – 1 day i.e. same day of Appointment</u>

### Link to Right to Service Act - http://jamabandi.nic.in/Docs/Haryana-Right-to-Service-Act-15.02.2016.pdf

The user can view the applicable stamp duty details from the online portal –

http://jamabandi.ni c.in/StampDuty.asp <u>x</u> The parties will take the e- appointment before registration of property.

The citizen can <u>check the available slots for appointment</u> from the department's portal - <u>http://jamabandi.nic.in/HARIS/AMSAptSlots.aspx</u>

Department of land record users Appointment Management System to provide e- appointments to the citizens. At the time of appointment, the E Stamp details are entered on the Appointment Slip After viewing the applicable fee, citizen can procure the E-Stamp online from the **Haryana E- GRAS portal**.

https://egrashry.n ic.in/



After taking the e-appointment, the related parties will visit the sub tehsil office or the SRO office with the required documents.

Note: The E- appointment is done only if the party has procured E-stamp



The appointment of the party/citizen is forwarded to the SRO officer.

The desk officer then marks the attendance of the citizen and starts the registration process

<u>Turn Around Time – Same day of</u> <u>appointment</u>



The Documents related to the land are scrutinized before deed registration. The desk officer will scrutinize the following details -

- Certified Copy Of Original Old Sale Deed/Assessment Of MC/Mutation.
- Verification Of GPA From Where It Has Been Registered In Case It Has Been Registered Out Of State Only.
- Weather the land falls under Lal Dora area of the state
- Map Plan and Description of Immovable Property.
- In case of Building/ Plot: Digital Photograph of Building/Plot.
- In Case Of Release Deed: Mutation Of Virasat For Identification Of Ancestral Property.



Once the verification of documents is done, the desk officer marks the deed in the specialized land record software – HARIS. (Process with screenshots is explained below)

In HARIS every land detail is mapped with the share of owners. The system only transacts within the shares of the owners.



While Registering in HARIS, the desk officer will update Seller/ Buyer or other party details the E- Stamp number to update the transaction fees.

Once the details are entered, the real time photograph is captured of the present parties.



Once the deed is registered in HARIS, the SRO officer will regularize the deed by obtaining the Bio metrics of the parties

#### Link to Right to Service Act -

http://jamabandi.nic.in/Docs/ Haryana-Right-to-Service-Act-

After regularizing the deed, the registry of the land is printed with pictures of seller, buyer, and witnesses along with signatures

Turn Around Time – Same Day



The registered copy of the deed is provided to the parties on the same day and the tehsil office also uploads the same on the web portal i.e. Jamabandi.nic.in in a viewable and downloadable format

#### The detailed process with screenshots is explained below

After selecting the date of appointment software show the list of deeds available for delivery. After selecting the appointment no. photo of the applicant is captured.

The registration of deed is done via "**Appointment Management System**". The online appointments are generated as per below screenshots. The details of the user are filled before awarding him online appointment for deed registration.

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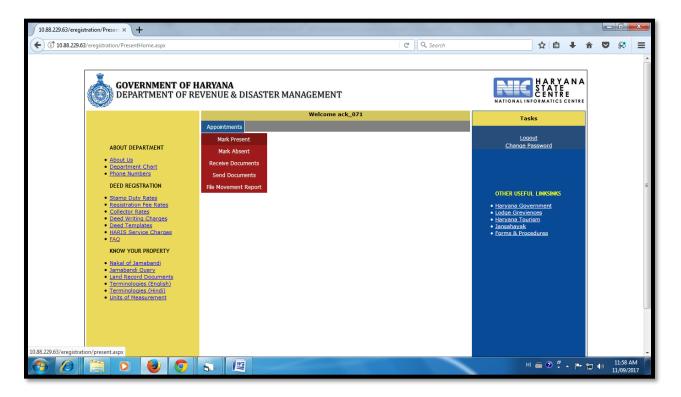
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Appointment Slip is generated.

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ABOUT DEPARTMENT	I4 4 1 of 1 ▷ ▷ I ↔ Find   Next I → ♥ ↔ Government of Haryana Department of Revenue and Disaster Management Sub Registrar Office, Thanesar	Logout Change Password					
Department Chart     Fhone Numbers     DEED REGISTRATION	Dated: Sep 14, 2017 Time: 10:20:45 Appointment Slip	OTHER USEFUL LINKSINKS					
Stamp Duty Rates Recutstation Fee Rates Collector Rates Deed Writing Charges Deed Tamplates HARIS Service Charges FAQ	Shri / Smt. NETAR KUMAR strasm Thanesar, Kurukshetra	Harvana Government     Lodge Greviences     Harvana Tourism     Jansahavak     Forms & Procedures					
KNOW YOUR PROPERTY  Nakal of Jamabandi	Subject: Appointment for registration of TRANSFER OF IMMOVABLE PROPERTY Deed						
Jamabandi Query     Land Record Documents     Terminologies (English)	As requested by you regarding registration of TRANSFER OF IMMOVABLE PROPERTY deed, your appointment has been scheduled with following Details:-						
Terminologies (Hindi)     Units of Measurement	Token No:         13         Appointment No:         07114092017102142000           Date & Time:         Sep 14, 2017 10:21         Appointment         Normal           Type:         Type:         Normal	Quick Heal AntiVirus Pro					
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Once the appointment is scheduled for the user for date 14<sup>th</sup> Sept 2017, the department will mark the details from department's login as shown below. The user is marked Present for registration of deed.



The appointment will reflect under Today's Appointment of Department's User i.e. Tehsil officer. By clicking on the Appointment No. the deed is received for entry by the officer.

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	About Us		Appointment No.	Appointment Date	Appointment Time	Village	Deed	Presenter Name						
	<ul> <li><u>Department Chart</u></li> <li><u>Phone Numbers</u></li> </ul>	0	07113092017121614000	14-09-2017	09:34	दर्शकला	CONVEYANCE	VEENA						=
	DEED REGISTRATION   Stamp Duty Rates	0	07113092017121724000	14-09-2017	09:38	दर्राकला	TRANSFER OF IMMOVABLE PROPERTY	VEENA	OTHER USEFU	JL LINKSINKS				
	<u>Registration Fee Rates</u> <u>Collector Rates</u> <u>Deed Writing Charges</u>	0	07114092017095805000	14-09-2017	09:59	सिरसमा	TRANSFER OF IMMOVABLE PROPERTY	RAJENDER KUMAR	• <u>Haryana Gov</u> • <u>Lodge Grevis</u> • <u>Haryana Tou</u>	nces				
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After receiving the deed, the deed the ready for registration.

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DEED REGISTRATION  • Stamp Duty Rates		OTHER USEFUL LINKSINKS
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The deed is checked and photo for both parties is captured. Once the photo is captured, the Deed is marked as Registered.

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	Website Hosted and Maint	ained By - Na	tional Infor	matics	Centre - Ha	aryana St	ate Center		

Once the deed is marked as registered, the deed is mapped in HALRIS database. The state of Haryana has developed an online system, HALRIS- Haryana Land Record Integrated System where the database of land records for the entire state of Haryana are maintained. Once the deeds are registered, the entries are mapped HALRIS.

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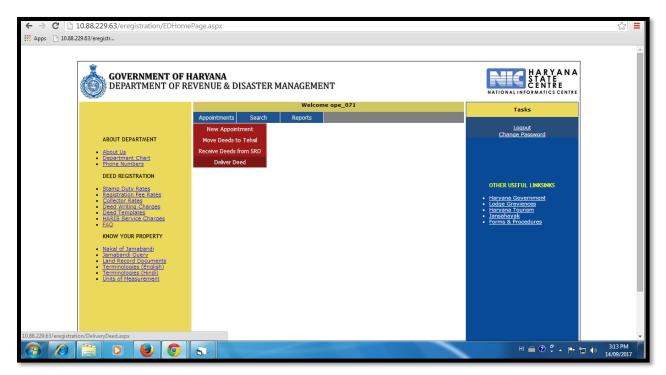
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Deed TRANSFER OF IMMOVABLE PROPERTY								
Sub-Deed TRANSFER OF IMMOVABLE PROPERTY WITHIN BLOOD RELATION [01]								
First Party Second Party Witnesses  Property Details Structure Details Fee Details								
C with in Lal Dora C Outside Lal Dora without CLU C Outside Lal Dora with CLU								
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The details are entered and saved successfully.

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	_	Property Details	Structure Details	Fee Details	
	-	First Party	Second Party	Witnesses	
		Witnesses			
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Once the deed details are registered successfully in HALRIS, the deed is marked for delivery. The department will select on "Deliver Deed"



The deed registered on 14<sup>th</sup> Sept 2017 is delivered on the same day as seen in the screenshot below

