

## Checklist and Step by Step detailed Procedure of Property Registration

### Checklist Required for Property Registration –

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

## Important Points

1. Go on the website <http://jamabandi.nic.in/DeedTemplates.aspx> and download the desired deed. The deeds are available in Word/PDF format in Hindi and English language.
2. 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.
3. 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 <https://egrashry.nic.in/>
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.
8. 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

**Time taken for Deed Registration – 1 day i.e. same day of Appointment**

**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.nic.in/StampDuty.aspx>

The parties will take the e- appointment before registration of property.

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

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.nic.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

**Turn Around Time – Same day of appointment**



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.

The screenshot displays the web application interface for the Government of Haryana, Department of Revenue & Disaster Management. The page is titled "GOVERNMENT OF HARYANA DEPARTMENT OF REVENUE & DISASTER MANAGEMENT" and is accessed via the URL "10.88.229.63/registration/SROAppointmentRequest.aspx". The user is logged in as "ope\_071".


The interface is divided into several sections:

- Navigation Menu (Left):** Includes "ABOUT DEPARTMENT" (About Us, Department Chart, Phone Numbers), "DEED REGISTRATION" (Stamp Duty Rates, Registration Fee Rates, Collector Rates, Deed Writing Charges, Deed Templates, HARI's Service Charges, FAQ), and "KNOW YOUR PROPERTY" (Nakal of Jamabandi, Jamabandi Query, Land Record Documents, Terminologies (English), Terminologies (Hindi), Units of Measurement).
- Main Form (Center):** Contains fields for District (Kurukshetra), Tehsil (Thanesar), Village (दरौकला), TxN Amount (बीड मधाना, बीड पिपली, बीड सोन्दी, बीडी, बीडला, बाहली, चानारथल, चन्द्रभानुपुरा, चहनी जगदल, सारपुरा, पिडवा, दरखेडी, दरौकला), Deed (--Choose--), SubDeed (--SubDeed--), Apt Type (--Choose--), Service Charges Rs. (Charges), Apt Time (GetTime), and a list of deeds for selection.
- Appointment Details (Right):** Includes "I came for taking Appointment" (ID No.), "Person is seeking Booking" (ID No., Street, Village/Town, ZIP), and a "Tasks" section (Change Password, Logout, SRO Appointment, Deliver Deed).
- Other Useful Links (Right):** Lists links for Haryana Government, India's Grievances, Haryana Tourism, Jansahayak, and Forms & Procedures.
- Security Alert (Bottom Right):** A "Quick Heal AntiVirus Pro" notification stating "Detected: HTML/IFrame\_Exploit.CE" and "File successfully repaired".


The Windows taskbar at the bottom shows the system time as 10:17 AM on 14/09/2017.

10.88.229.63/eregistration/SROAppointmentRequest.aspx

Apps 10.88.229.63/registr...



**GOVERNMENT OF HARYANA**  
**DEPARTMENT OF REVENUE & DISASTER MANAGEMENT**



Logged in As: ope\_071

**ABOUT DEPARTMENT**

- About Us
- Department Chart
- Phone Numbers

**DEED REGISTRATION**

- Stamp Duty Rates
- Registration Fee Rates
- Collector Rates
- Deed Writing Charges
- Deed Templates
- HARIS Service Charges
- FAQ

**KNOW YOUR PROPERTY**

- Nakal of Jamabandi
- Jamabandi Query
- Land Record Documents
- Terminologies (English)
- Terminologies (Hindi)
- Units of Measurement

District: Kurukshetra Tehsil: Thanesar

Village: दूरकला Deed: TRANSFER OF IMMOVA

TxN Amount: 0 SubDeed: AUTHORITY TO ADOPT

Appt Date: Apt Type: SETTLEMENT

Appt Time: BOND PARTNERSHIP

**Details of the Person who came for taking**

ID: --Choose-- ID No.:

Name: Street:

**For whom person is seeking B**

Self  Other

ID: --Choose-- ID No.:

Name: Street:

H.No. Village/Town:

Locality: ZIP:

District: Kurukshetra

Mobile:

**Tasks**

[Change Password](#)

[Logout](#)

[SRO Appointment](#)

[Deliver Deed](#)

**OTHER USEFUL LINKS**

[Haryana Government](#)

[Lodge Grievances](#)

[Haryana Tourism](#)

[Jansahayak](#)

[Forms & Procedures](#)

**Quick Heal AntiVirus Pro**  
Virus Protection

Detected: HTMLIFrame\_Exploit.CE


File: C:\Users\admin\AppData\Local\Temp\ISHAM-PC.eml

**File successfully repaired**


10:18 AM  
14/09/2017

10.88.229.63/eregistration/SROAppointmentRequest.aspx

Apps 10.88.229.63/registr...



**GOVERNMENT OF HARYANA**  
DEPARTMENT OF REVENUE & DISASTER MANAGEMENT



Logged in As: ope\_071

District: Kurukshetra Tehsil: Thanesar

Village: दरीकस्त Deed: TRANSFER OF IMMOVA

TxN Amount: 0 SubDeed: TRANSFER OF IMMOVA

Apt Type: Normal Charges

Appointment Service Charges Rs.: 10

Apt Date: 14-September-2017 Apt Time: 10:21 GetTime

Calendar for taking Appointment

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ID No.

Name

H.No.  Street

Locality  Village/Town

District: Kurukshetra ZIP

Mobile

**Tasks**

[Change Password](#)

[Logout](#)

[SRO Appointment](#)

[Deliver Deed](#)

**OTHER USEFUL LINKS**

- [Haryana Government](#)
- [Lodge Grievances](#)
- [Haryana Tourism](#)
- [Jansahayak](#)
- [Forms & Procedures](#)

**ABOUT DEPARTMENT**

- [About Us](#)
- [Department Chart](#)
- [Phone Numbers](#)

**DEED REGISTRATION**

- [Stamp Duty Rates](#)
- [Registration Fee Rates](#)
- [Collector Rates](#)
- [Deed Writing Charges](#)
- [Deed Templates](#)
- [HARIS Service Charges](#)
- [FAQ](#)

**KNOW YOUR PROPERTY**

- [Nakal of Jamabandi](#)
- [Jamabandi Query](#)
- [Land Record Documents](#)
- [Terminologies \(English\)](#)
- [Terminologies \(Hindi\)](#)
- [Units of Measurement](#)

**seeking Booking**

ID No.

Other

**Quick Heal AntiVirus Pro**  
Virus Protection

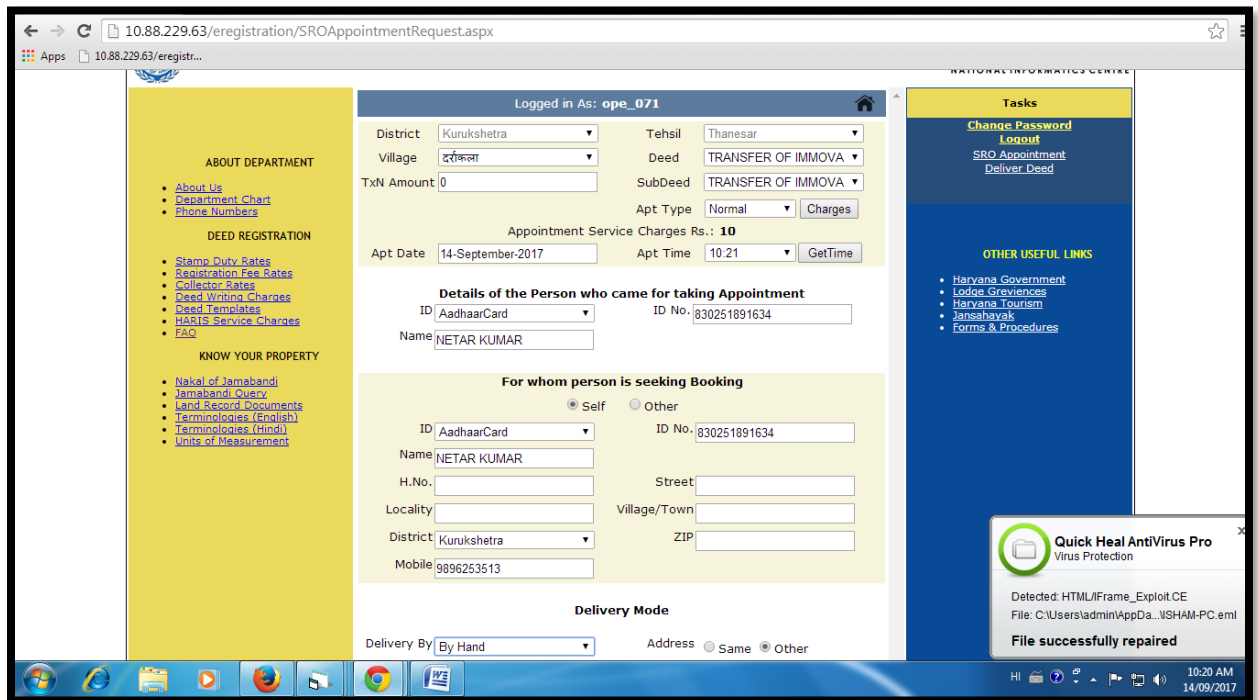
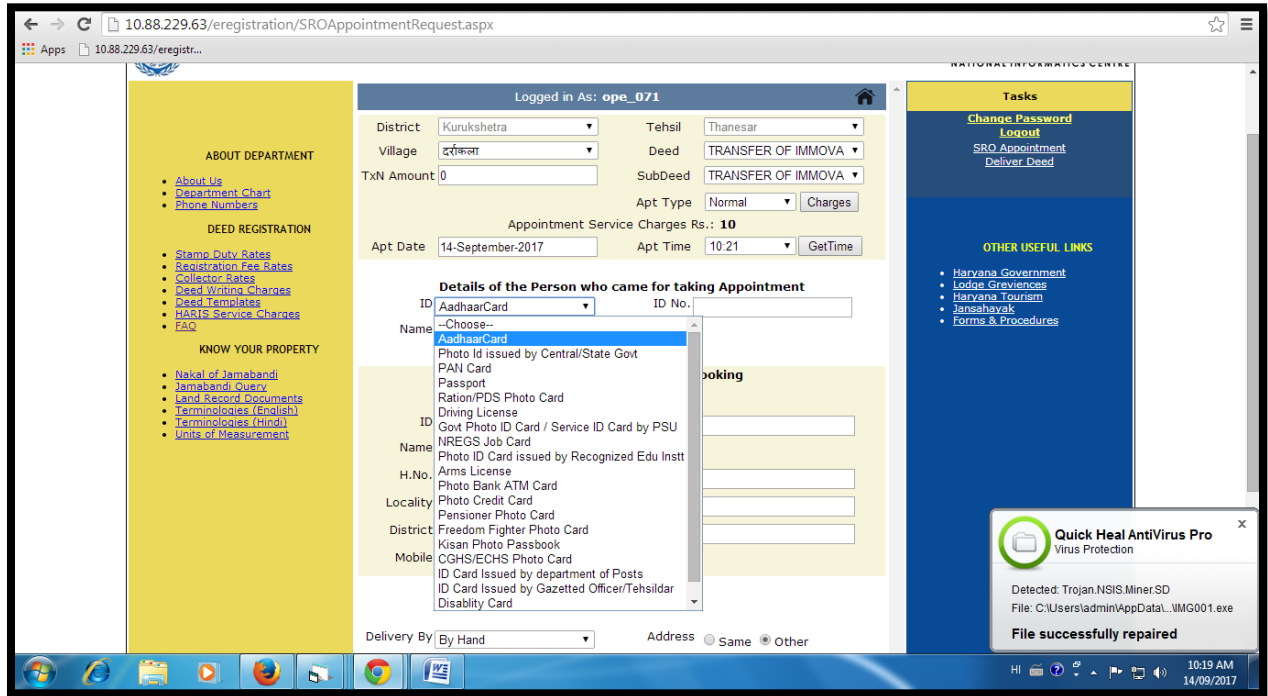
Detected: HTMLIFrame\_Exploit.CE  
File: C:\Users\admi... \NIC-337B65123E4.eml

**File successfully repaired**

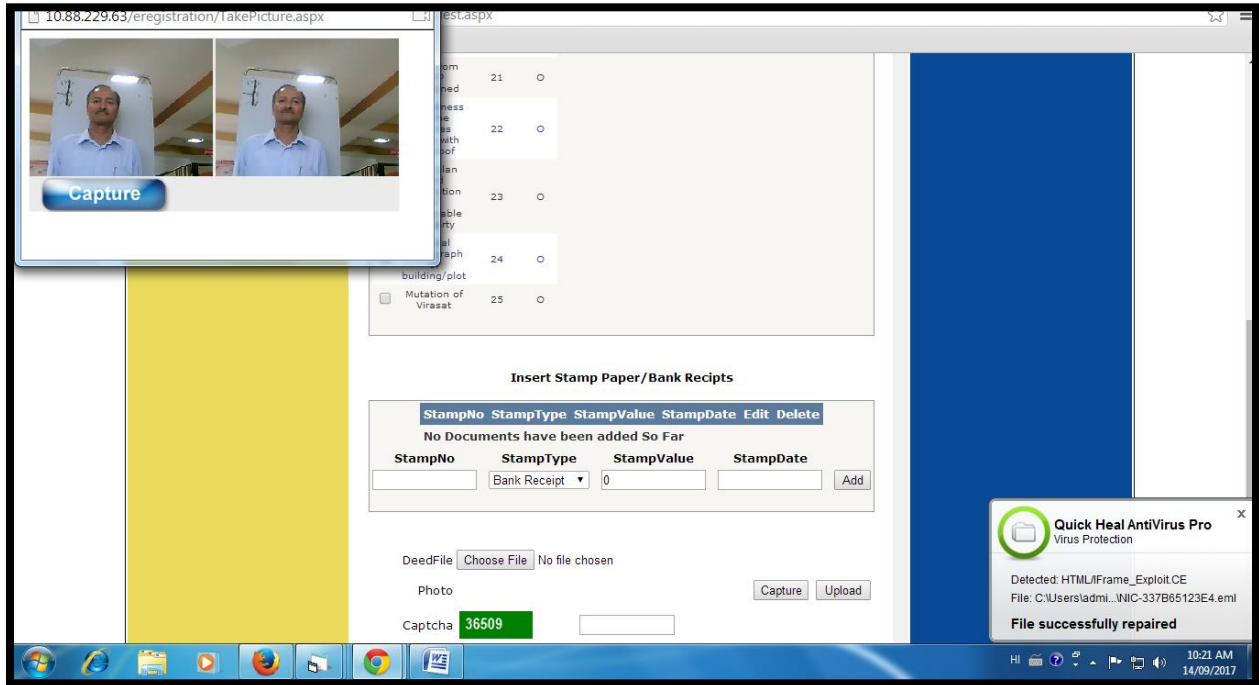
10:19 AM  
14/09/2017

Identification Proof details are entered.

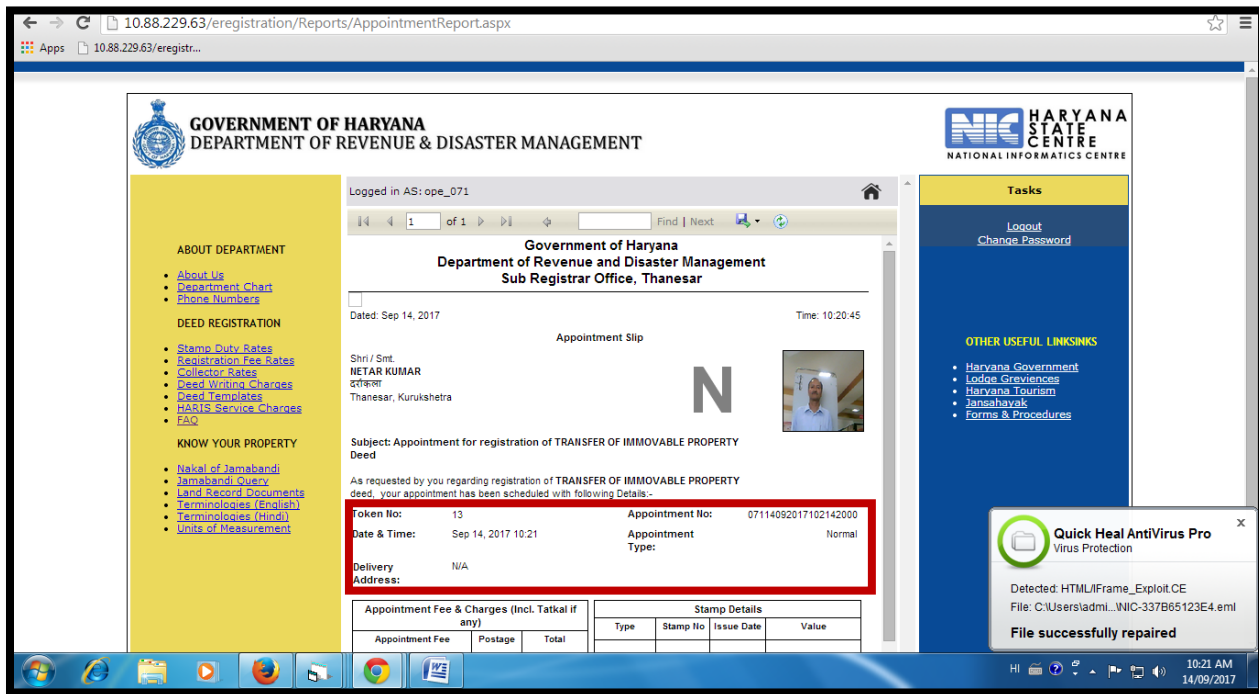




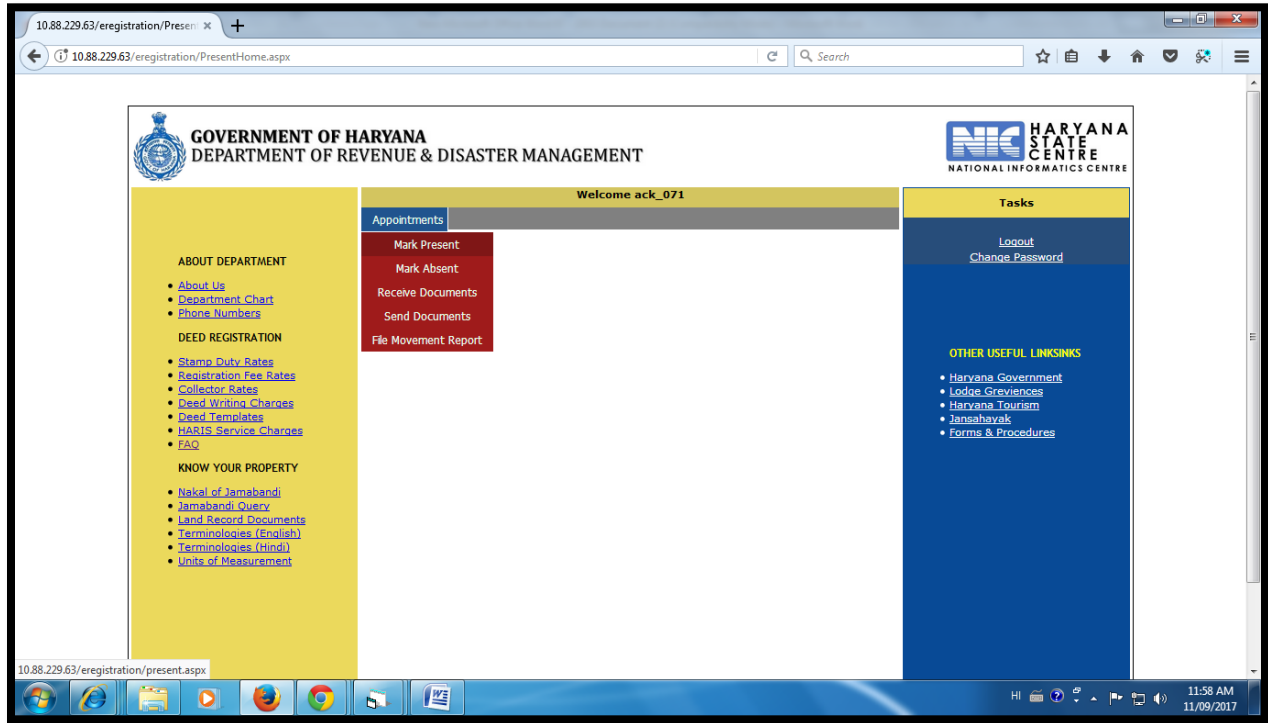
Real time photograph of present party are captured



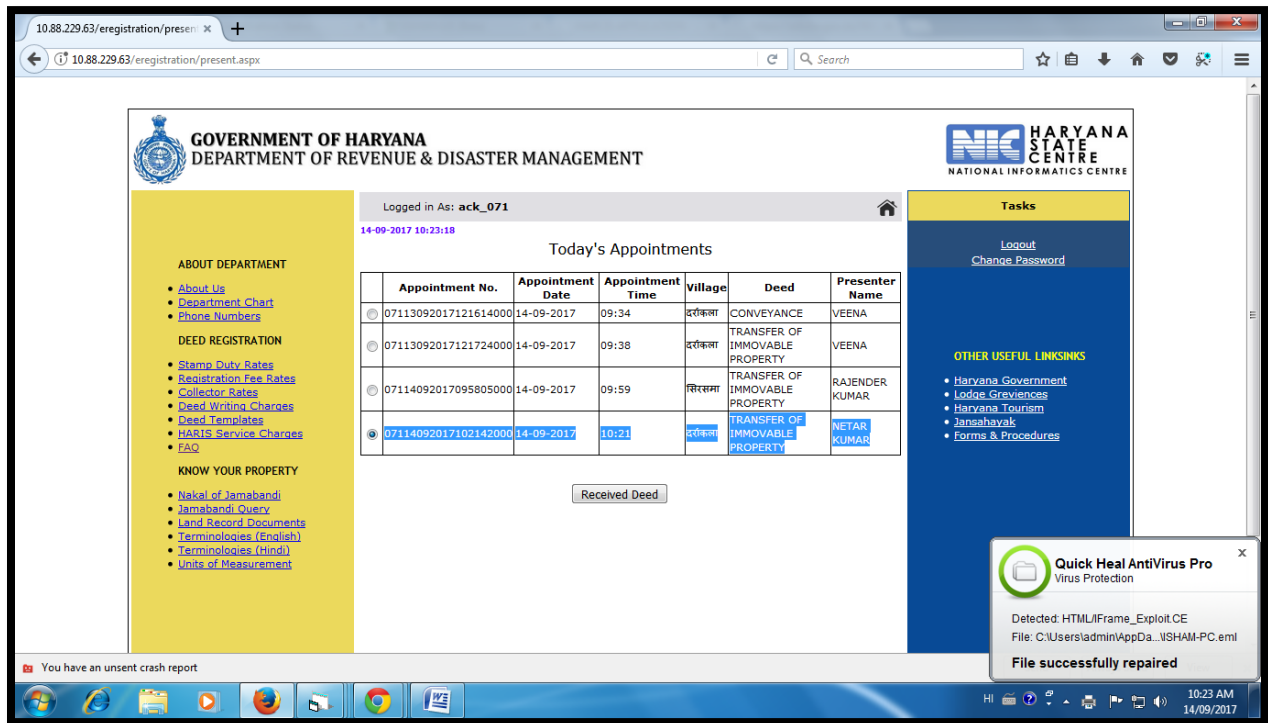
Appointment Slip is generated.



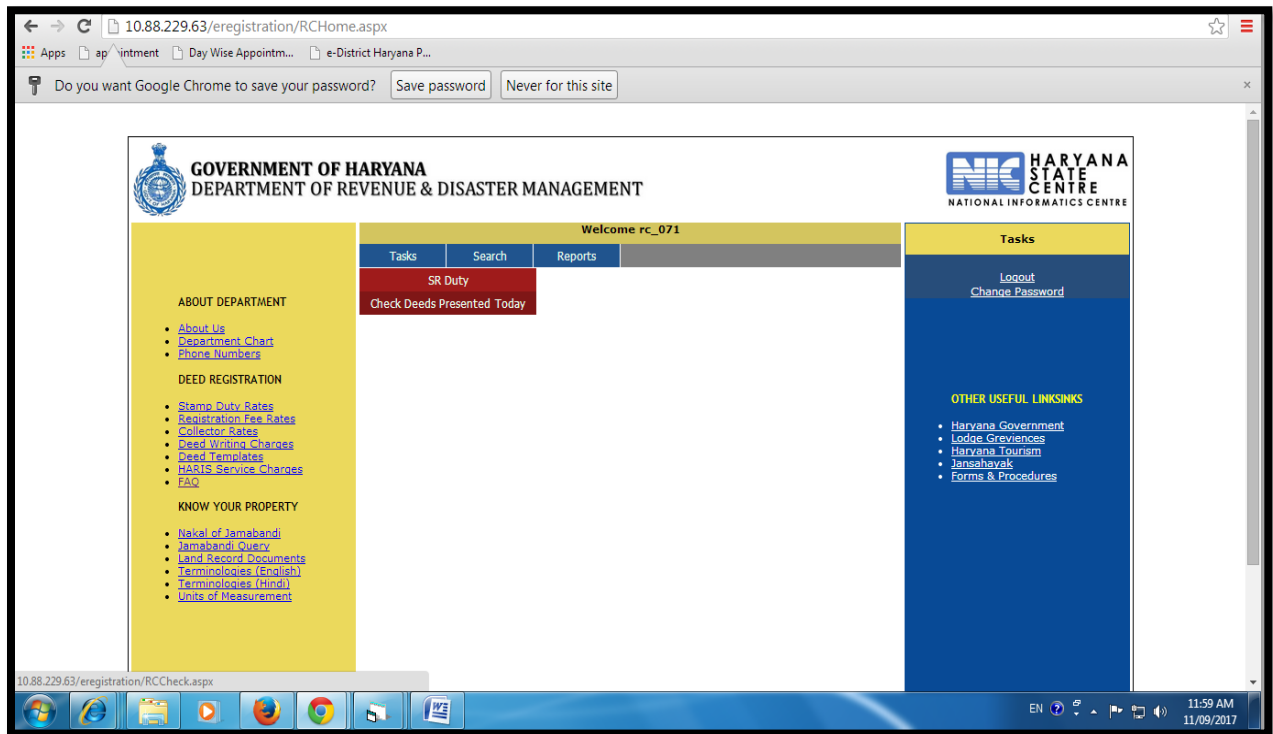
Once the appointment is scheduled for the user for date 14<sup>th</sup> Sept 2017, the department will mark the details from department's login as shown below. The user is marked Present for registration of deed.



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.



After receiving the deed, the deed the ready for registration.



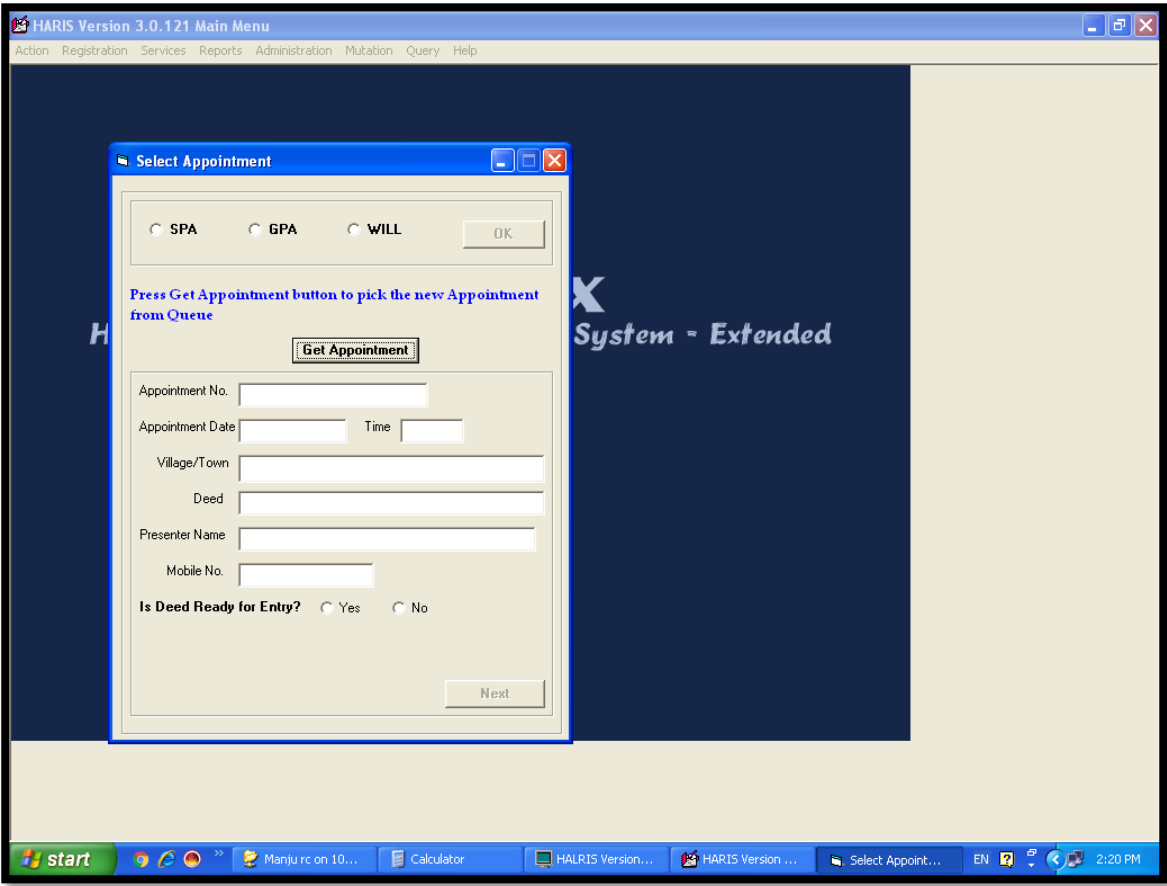
The deed is checked and photo for both parties is captured. Once the photo is captured, the Deed is marked as Registered.

The screenshot displays the HALRIS web application interface. At the top, there is a navigation bar with a home icon and the text 'h1\_071'. Below this is a section titled 'Today's Presentation' which contains a table with the following data:

Appointment No.	Appointment Date	Appointment Date	Village	Deed	Presenter Name	RC	Remarks
7121614000	14-09-2017	09:34	सोमना	CONVEYANCE	VEENA		
7121724000	14-09-2017	09:38	सोमना	TRANSFER OF IMMOVABLE PROPERTY	VEENA		
7102142000	14-09-2017	10:21	सोमना	TRANSFER OF IMMOVABLE PROPERTY	NETAR KUMAR		

Below the table is a form area with a 'Remarks (if any)' text box, an 'Upload Photo' section with 'Capture' and 'Upload' buttons, and 'Mark For Registration' and 'Deny Registration' buttons. On the left side, there is a yellow sidebar with links under 'KNOW YOUR PROPERTY' such as 'Nakal of Jamabandi', 'Jamabandi Query', 'Land Record Documents', 'Terminologies (English)', 'Terminologies (Hindi)', and 'Units of Measurement'. On the right side, there is a blue sidebar with 'Tasks' (Logout, Change Password) and 'OTHER USEFUL LINKINGS' (Haryana Government, Lodges, Haryana Tourism, Jambhatrik, Forms & Procedures). At the bottom, a footer reads 'Website Hosted and Maintained By - National Informatics Centre - Haryana State 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.



The deed details are entered in the system.

The screenshot displays the HARIS Version 3.0.121 Main Menu interface. A 'Select Appointment' dialog box is open, allowing users to choose an appointment type (SPA, GPA, or WILL) and retrieve details from a queue. The dialog includes a 'Get Appointment' button and a 'Next' button. The background features the text 'System - Extended'.

**HARIS Version 3.0.121 Main Menu**  
Action Registration Services Reports Administration Mutation Query Help

**Select Appointment**

SPA  GPA  WILL

Press Get Appointment button to pick the new Appointment from Queue

Appointment No. 07114092017102142000

Appointment Date 14/09/2017 Time 10:21

Village/Town दर्राकला

Deed TRANSFER OF IMMOVABLE PROPERTY

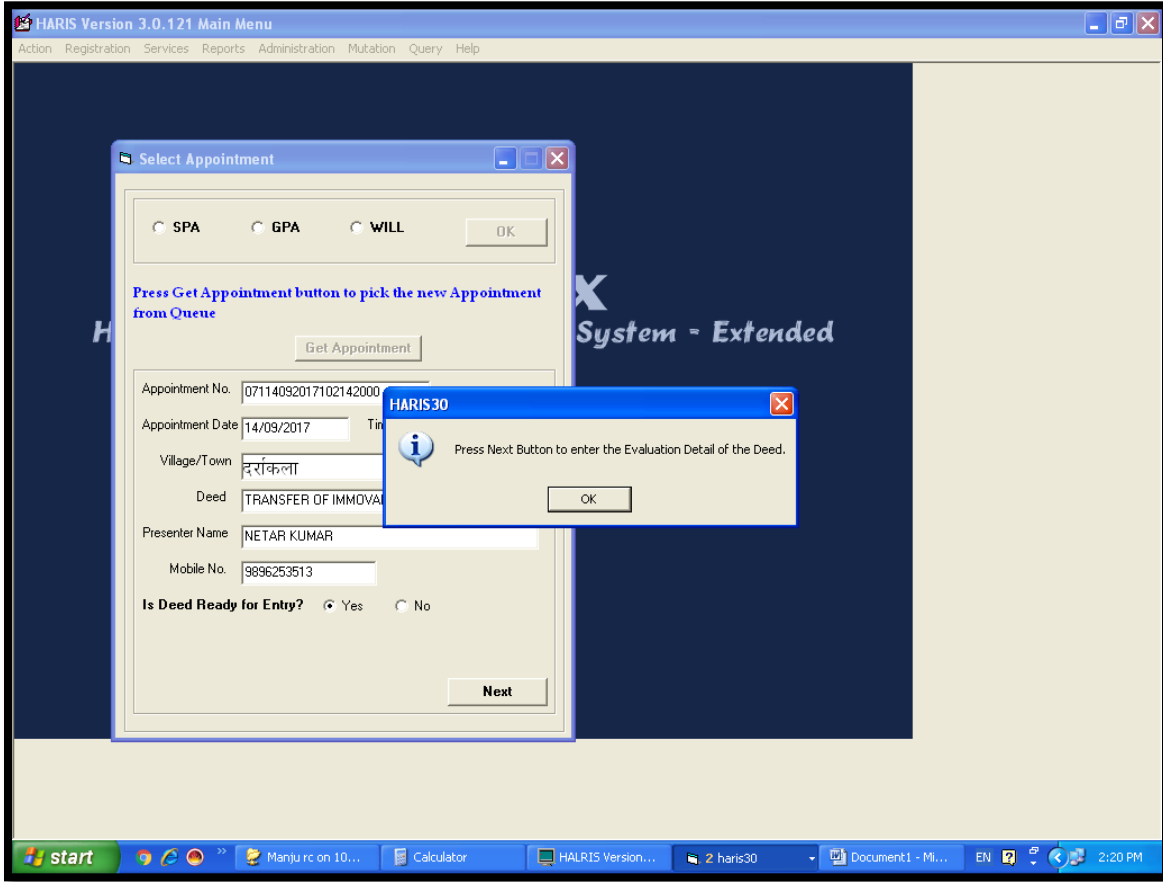
Presenter Name NETAR KUMAR

Mobile No. 9896253513

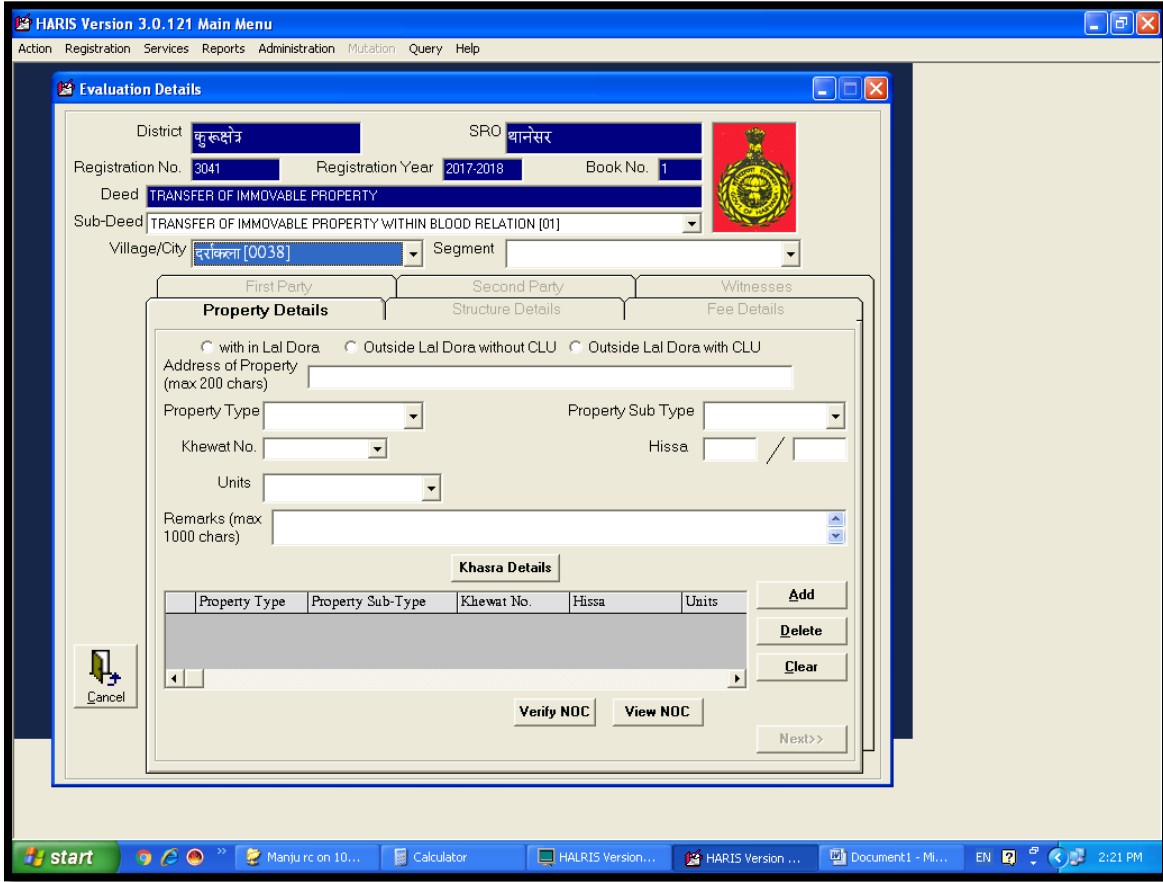
Is Deed Ready for Entry?  Yes  No

System - Extended

start | Manju rc on 10... | Calculator | HALRIS Version... | 2 haris30 | Document1 - M... | EN | 2:20 PM







The details are entered and saved successfully.

**HARIS Version 3.0.121 Main Menu**

Action Registration Services Reports Administration Mutation Query Help

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**Evaluation Details**

District: कुरुक्षेत्र SRO: थानेसर

Registration No. 3041 Registration Year 2017-2018 Book No. 1

Deed: TRANSFER OF IMMOVABLE PROPERTY

Sub-Deed: TRANSFER OF IMMOVABLE PROPERTY WITHIN BLOOD RELATION [01]

Village/City: दरौकला [0038] Segment: राजेन्द्रनगर कृषिभा री [022]

Property Details Structure Details Fee Details

First Party Second Party

**Witnesses**

Name	Sex	Aadhar No.	Father's Name	Grand Father's	Address
महला राम नम्बरदार	Male		HARIS 30		थानेसर
दिव्य ज्योति	Male				659 से 7

Records Saved Successfully

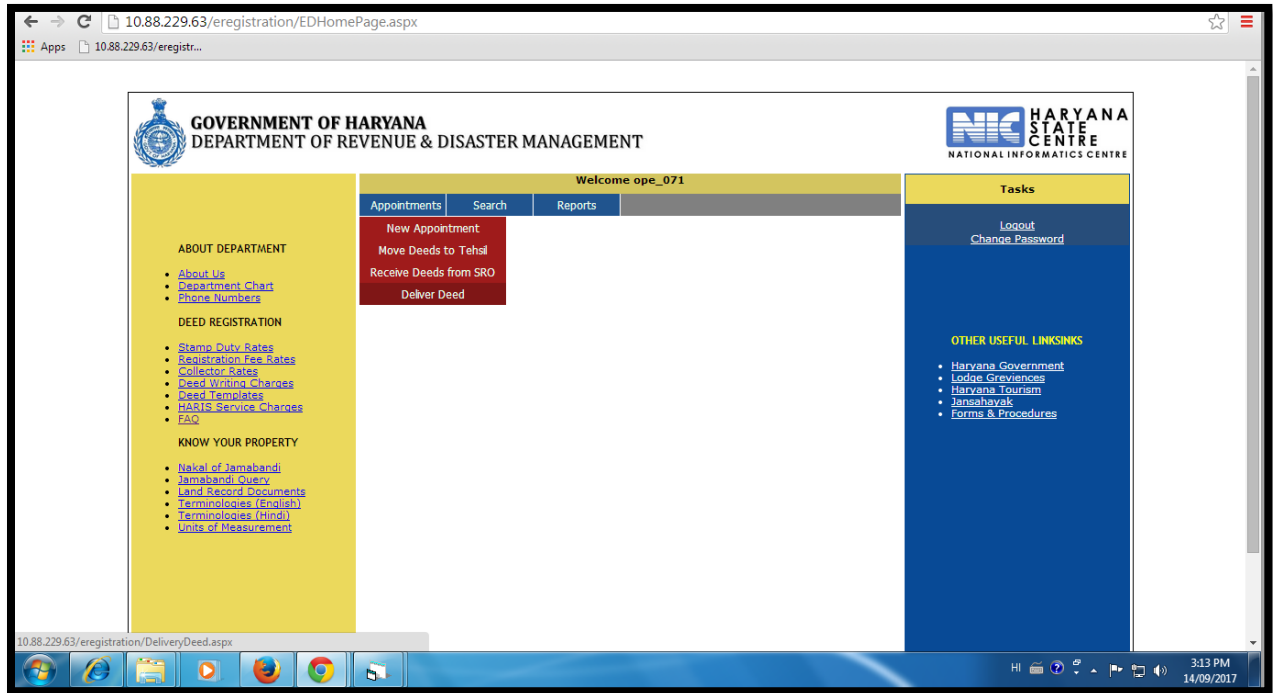
OK

Cancel Save

---

start | Manju rc on 10... | Calculator | HALRIS Version... | HARIS Version ... | Document1 - Mi... | EN | 2:24 PM

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

