

## SOP for Deed Registration

| Name of Service - Deed Registration |  |                    |                                 |                         |   |                         |                            |                |                               |                 |
|-------------------------------------|--|--------------------|---------------------------------|-------------------------|---|-------------------------|----------------------------|----------------|-------------------------------|-----------------|
| #                                   | Action Item                                  | Step               | Who deliver                     | Verification            | Verifier                                | Document needed         | Timeline                   | Contact Person | Timeline Under RTSG Act       |                 |
| 1                                   | Submission of Deed                           | 1                  | Preparation of Deed             | 3                       | 4                                       | 5                       | 6                          | 7              | 8                             | 9               |
|                                     |  |                    |                                 | Deed writer             | User                                    | User                    | Copy of ROR, Map, ID Proof | Not fixed      | Deed writer                   |                 |
|                                     |  | A                  | Purchase of Stamp               | E-Stamp/Bank            | Yes                                     | Sub Registrar concerned | E-Stamp paper/bank Receipt | Same Day       | Online from Stamp portal/Bank | One Working Day |
|                                     |  |                    |                                 | E-Disha counter         | Yes                                     | Sub Registrar concerned | Copy of the Deed           | Same Day       |                               |                 |
|                                     |  |                    |                                 | User has to submit      | Yes                                     | Sub Registrar concerned | Copy of the Deed           | Same Day       | Sub Registrar concerned       |                 |
| B                                   | Offline Submission on the day of Appointment | User has to submit | Yes                             | Sub Registrar concerned | Copy of the Deed                        | Same Day                | Sub Registrar concerned    |                |                               |                 |
|                                     |  | User               | Yes                             | Sub Registrar concerned | ID Proof, Documents related to property | Same Day                | Sub Registrar concerned    |                |                               |                 |
| 2                                   | Appearance Before Sub Registrar              | A                  | Personal appearance of the user | Sub Registrar           | Yes                                     | Sub Registrar concerned | ID Proof                   | Same Day       | Sub Registrar                 |                 |
|                                     |  |                    |                                 | Sub Registrar           | Yes                                     | Sub Registrar           | ID Proof                   | Same Day       | Sub Registrar                 |                 |

|   |                  |   |   |                         |                    |     |                  |                         |                         |
|---|------------------|---|---|-------------------------|--------------------|-----|------------------|-------------------------|-------------------------|
|   |                  |   |   |                         | concerned          |     |                  |                         | concerned               |
|   |                  |   |   |                         | User pays manually | Yes |                  | Sub Registrar concerned | Sub Registrar concerned |
|   | C                | Registration Fee Service charge Payment |   |                         |                    |     | None             | Same Day                |                         |
| 3 | Delivery of Deed | Appearance with Appointment Slip        | A | Sub Registrar concerned | Yes                |     | Appointment Slip | Same Day                | Sub Registrar concerned |