Procedure / Steps for registration of a document

Step 1	Presentation of document by party
Step 2	Checking of document by Government official
Step 3	Data entry of basic information of the document
Step 4	Collection of registration fees
Step 5	Capture of biometric - photograph, thumb impression and signature
Step 6	Hearing and approval / refusal by the Registering Officer
Step 7	Printing of endorsement
Step 8	Signature of the Registering Officer in token of approval / refusal
Step 9	Scanning and uploading of the document
Step 10	Generation of delivery report and transmission of Form No. 3 to the Tahasil Office if required
Step 11	Delivery of document to the authorized person

List of requisite documents for registration

1	Scribed document with affixture of requisite stamp duty
2	All documents relating to the ownership of the transacted property
3	Production of valid photo identity-proof card of all the executants and claimants
4	3 (three) passport size coloured photographs of all the executants and claimants
5	Copy of PAN Card of the executants and claimants (if the document is valued more than 5 (five) lakhs)
6	Copy of Income Tax return of the executants and claimants (if the document is valued more than 30 (thirty) lakhs)
7	In case of document is registered by an Attorney Holder – (a) Registered Power of Attorney (b) Photo identity-proof card of the Attorney Holder
8	Requisite permission from the Revenue Officer when the property is transferred by a SC/ST person in favour of a non-SC/ST person
9	Deposit of prescribed registration fee
10	Requisite permission or NOC issued by the Competent Authority of Endowments for transfer of property belonging to deity