

Online Index Data Correction User Manual for Portal Users

Provision to apply index data correction online has been provided in the Registration Department Application.

Step 1: Login to Citizen Portal

- The citizen should login to the online portal with his user credentials.

The screenshot shows the Citizen Login Portal interface. At the top is a navigation bar with links: Home, Registration, E-Services, Circulars, Document Status, Draft Listing, Guideline Value, Sitemap, Help, Support, More, and About Us. Below the navigation bar are three main sections: 1. GUIDELINE SEARCH: Includes dropdowns for Zone, Sub Registrar Office, and Village, and a text field for Street Name. 2. KNOW YOUR JURISDICTION: Includes text fields for Street Name and Village Name, and a link for 'Alphabetical list of SRO | DRO | DIG'. 3. WELCOME TO ePAYMENT SYSTEM: A message about online payment of departmental charges. Below these sections are five service icons: CHECK YOUR STAMP DUTY VALUATION, CALCULATE BUILDING VALUE, ENCUMBRANCE CERTIFICATE, CREATE APPLICATION, and KNOW YOUR APPLICATION STATUS.

Fig 1.1 Citizen Login Portal

Step 2: Initiate IDC Provision from Citizen Portal

- Navigate from Document Registration → Index Data Correction → Initiate
- Click on Initiate option

The screenshot shows the IDC Provision in Citizen Portal interface. The navigation bar is the same as in Fig 1.1. Below the navigation bar, the 'GUIDE' section is expanded, showing a list of services: Document Registration, Marriage Registration, Firm Registration, Society Registration, Adjudication, and Registration. The 'Registration' service is selected, and a dropdown menu is shown with options: Create Document, Create Document Using, Private Attendance, My Documents, Abstract for Draft Deed, and Index Data Correction. The 'Index Data Correction' option is selected, and a sub-menu is shown with options: Initiate and Search. The 'Initiate' option is selected. Below the navigation bar are the same five service icons as in Fig 1.1.

Fig 2.1 IDC Provision in Citizen Portal

- The document search window appears as follows.

Fig 2.2 Document Search Window

- Select the required SRO, Book Number, Document Number and Year from the drop-down list and click on Search button.
- If the searched document is present, then it will be displayed in a grid below.
- If not present, then an alert will be displayed stating that no records found.

Select	SRO	Book No.	Year	Document No.	Nature of Deed
☐	Joint Sub Registrar - 6 - Gooduvar	Book 1	2021	R/Joint Sub Registrar - 6 - Gooduvar/BOOK 1/70/2021	Sale deed

Fig 2.3 Document Search Result

Step 3: Proceed for Index Data Correction

- Click on Proceed for correction button to proceed the correction in the selected document.
- The party details, property details etc. will be displayed tab wise similar to the document creation screen.
- The user can either add a new party/property or modify the existing data similar to the existing process in Back Office.

- Select -

- Select -

Door no, Street & Others*

Pincode*

Contact Details

☐ Do you agree to send the document copy to the Email id specified below?

Landline No.

Cell No.

Email

Update

Cancel

Sr. No.	Name	Age	Gender	Party Type	Contact Details	Action
1	அதி son of கதிரகப	23	Male	Individual	7868767868	✎ ✖

Next

Fig 3.1 Proceed for correction

Home

Registration

E-Service

Circulars

Document Status

Draft Listing

Guideline Value

Sitemap

Help

Support

More

About Us

Party Details

Property Details

Consideration Value

Agreement Detail

Supporting Details

List of all added property

Property Type*

- Select -

Add

List of all added property

Sr. No.	Property Type	Sub Registrar Office	Registration District	Registration Village	Undivided Share(UDS) Property	Total Survey Extent(of Survey No.)	Conveyed Survey Extent	Survey No.	Market Value (₹)	Edit
1	Agricultural Land	Joint Sub Registrar - 6 - Gooduvancheri	Chennai South	Gooduvancheri	No	1 Hectares	1 Hectares	1/1B1	1,000	✎ ✖

Draft Number: **Draft/Sale deed/43090/2021**

Fig 3.2 Property Details Modification

Survey Detail

☒ Single Survey ☐ Linked Survey

Survey No./Sub Division N. : 1/1B1 Land Type : Assessed Nanjai waste land Street Name : - Select -

Old Survey No. : Pymash No. : Total Survey Extent(of Su. : 1 Hectares 0 Ares 0.0 Sq.Mt.

Conveyed Survey Extent : 1 Hectares 0 Ares 0.0 Sq.Mt. Market Value of Conveyed : 1000

Sr. No.	Survey Type	Survey No.	Total Survey Extent(of Survey No.)	Conveyed Survey Extent	Market Value of Conveyed Extent (₹)	Action
1	Single Survey	1/1B1	1 Hectare	1 Hectare	1,000	Edit Delete

Draft Number: Draft/Sale deed/43091/2021

Fig 3.3 Property Details Modification

- As per the existing validation in document creation, the consideration value shouldn't be greater than the market value, the alert is raised during the correction process if the user tries to modify the value to a greater amount than the market value as below.

Consideration Value

All fields marked with * are mandatory

Note : Please indicate the amount that parties willing to exchange themselves

Consideration Value (₹) * : 3000 Total Market Value (₹) : 2,000

Market value should not be less than the consideration value.

Payment Details

Note: Payment Details for Consideration Amount exchanged between the parties

Payment Mode* : - Select - Payment Date* : Payment Amount (₹)* :

Paid Amount (₹) : Consideration due amount(₹) :

☐ Do you wish to make the payment in front of Sub Registrar?
☐ Do you wish to provide the details about the payment in front of Sub Registrar ?

Draft Number: Draft/Sale deed/43092/2021

Fig 3.4 Consideration Value Validation

Step 4: Create Petition

- After making all the necessary corrections, the citizen will get to the create petition screen.
- The citizen should provide the petitioner details in the screen shown as below and click on Create Petition button.

Index Data Correction Petition All fields marked with * are mandatory

Petitioner's Details

Petitioner's Name*

Address Details

Country* State* District*

Taluk* Village*

Door no, Street & Others*

Pincode

Contact Details

Landline No. Cell No. Email

Fig 4.1 Creation of Petition

- On creating the petition, the petition request number will be generated on the screen and the corrections made will be displayed in a table as shown below.

Home Registration E-Services Circulars Document Status Draft Listing Guideline Value Sitemap Help Support More About Us

Acknowledgement Page

Your Request has been submitted successfully!

ICP No. :- ICP/Joint Sub Registrar - 6 - Gooduvancheri/102/2021

Sr. No.	Field Name	Current Value	New Value
1	Consideration value changed	1000.0	400.0
2	Property Conveyed Survey Extent Hectares Changed	1	2
3	Property Total Survey Extent Hectares Changed	1	2
4	Property Survey Market Value Changed	1000	2000
5	First Party Individual (அரசு) Contact Mobile Changed	7868767868	7868767823
6	First Party Individual (அரசு) Fullname Changed	அரசு	சிறீரம்
7	Second Party Individual Added		அருண்

[Create Petition Form](#)

Fig 4.2 Creation of Petition request Number

- Click on Create Petition Form button to generate the petition form/ICP form which contains the corrections made along with the document and request details.

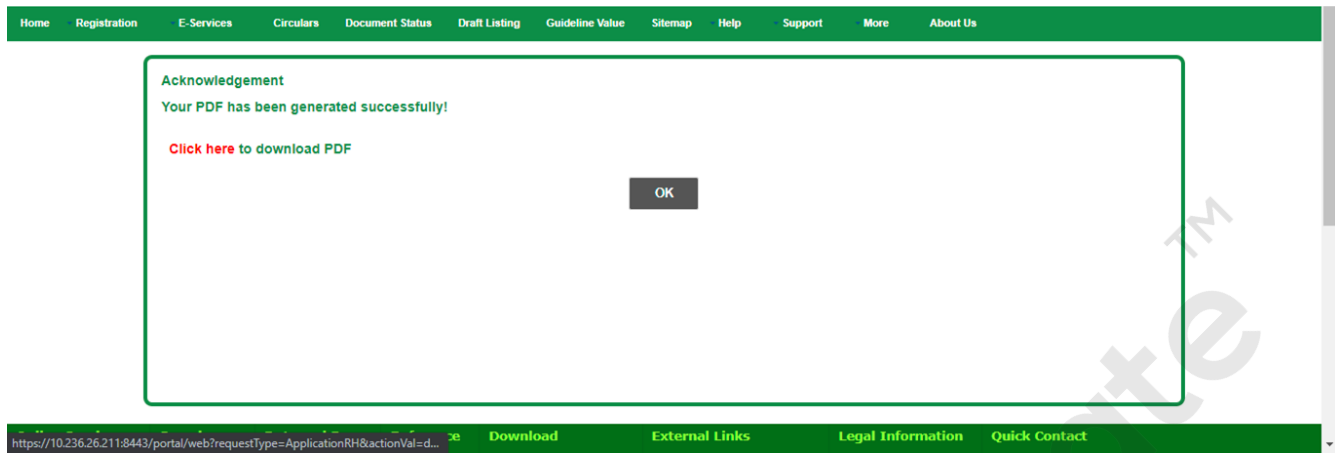


Fig 4.3 Creation of Petition Form

Sr. No.	Field Name	Current Value	New Value
1	Consideration value changed	1000.0	400.0
2	Property Conveyed Survey Extent Hectares Changed	1	2
3	Property Total Survey Extent Hectares Changed	1	2
4	Property Survey Market Value Changed	1000	2000
5	First Party Individual{ அஜி) Contact Mobile Changed	7868767868	7868767823
6	First Party Individual{ அஜி) Fullname Changed	அஜி	கீரன்
7	Second Party Individual Added	-	அஷோக்

Fig 4.4 Petition Form

Step 5: Track the requests

- Once the petition request is created, the citizen shall track the request status from the path, Document Registration → Index Data Correction → Search.

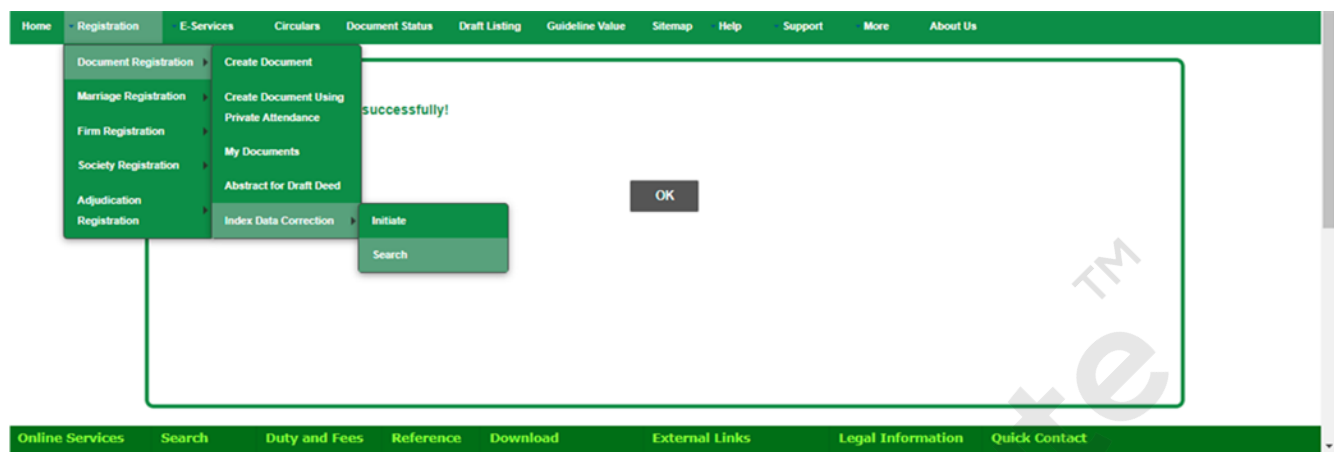


Fig 5.1 Search Requests

- Once the petition is created, the status will be “Submitted”.
- The citizen can view any number of requests and their status by choosing the date range, document, or request number filters.

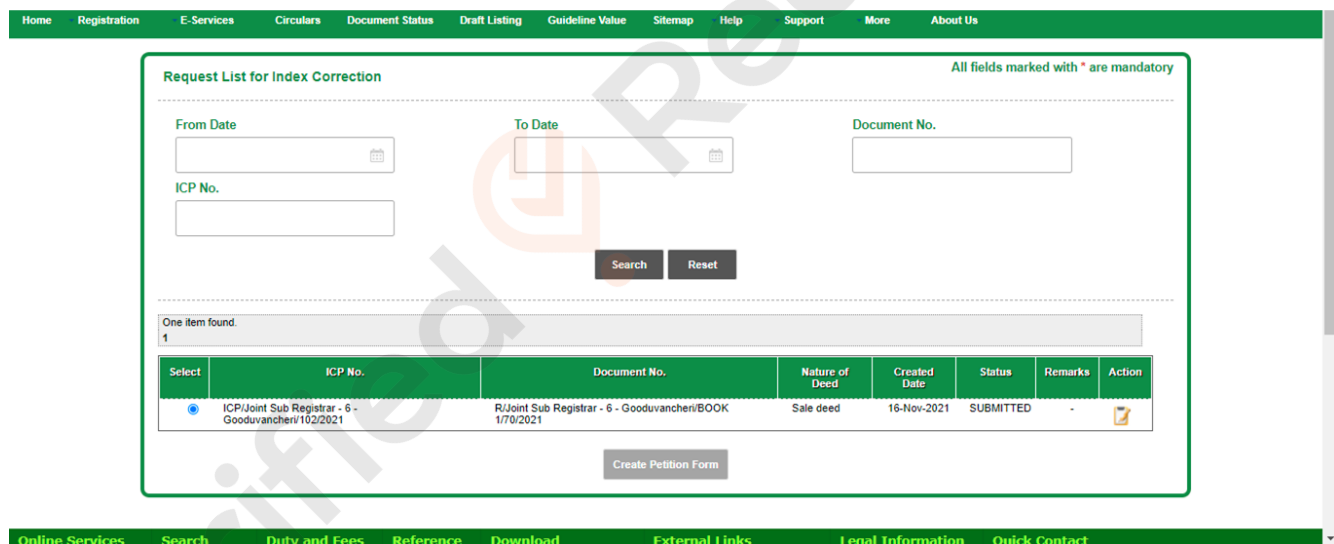


Fig 5.2 Track Requests

- The user can download the petition form any time by choosing the request and clicking on create petition button.
- Until the status is “Submitted”, the citizen can modify the request any number of times.
- The Index Correction process is available for both migrated as well as system registered documents.

Step 6: Additional Information

- The status of the documents is updated in the portal as soon as they have been acted upon in the BO.

- The following are the available status and their stages

Status	Stage of processing
Submitted	Citizen created the petition
Under Processing	Pulled by JA for verification
SR Approved	Approved by SR
Approved	Approved by DR & process completed
Rejected	Rejected either by SR or DR

- The citizen is provided with “View” hyperlink for the rejected requests in which he can view the rejection remarks in a popup window as shown below.

The image shows a 'Remarks' popup window. The window has a title bar 'Remarks' and a green header bar with two columns: 'Remarks' and 'Remarks By'. Below the header, the 'Remarks' column contains the text 'asds' and the 'Remarks By' column contains 'Sub Registrar'. At the bottom center of the window is a 'Close' button.

Fig 3.3 Rejection Remarks

- After the process completion (on approval by DR), the corrections made will be reflected in the document EC and in all the applicable places.