Inspector General of Registration and Stamps (IGR)

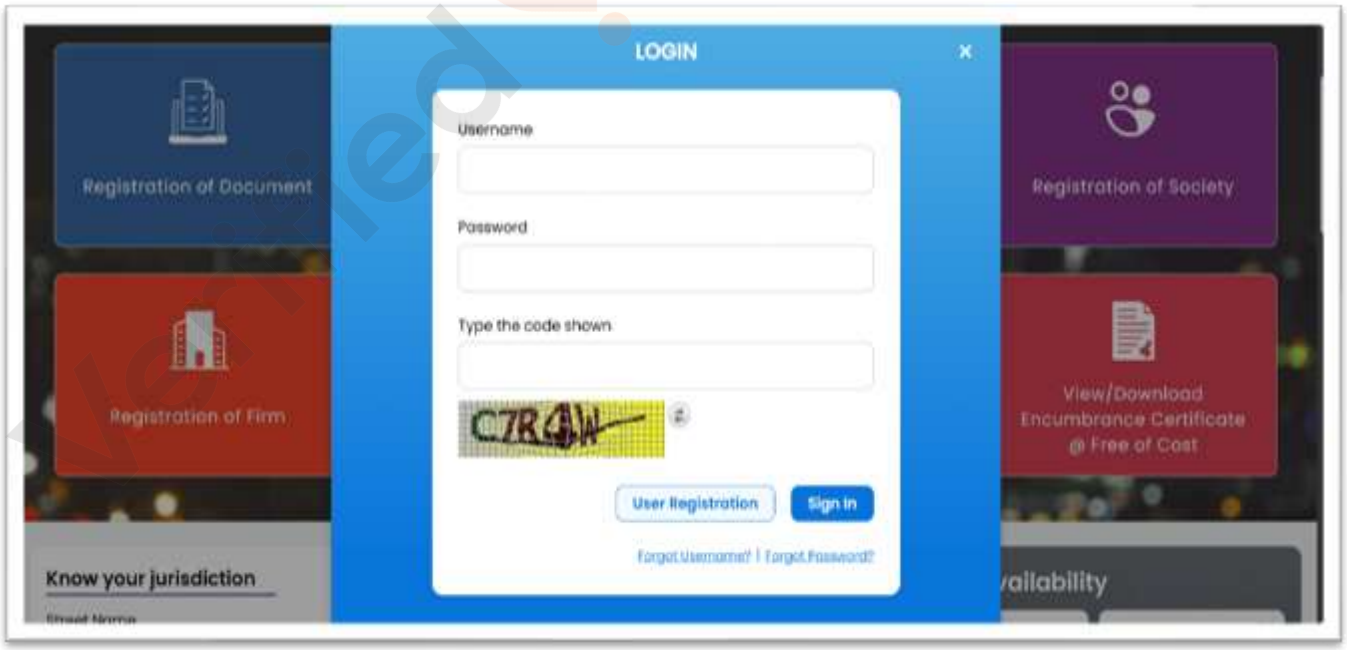
User Manual for Paperless Registration- Sale Deed

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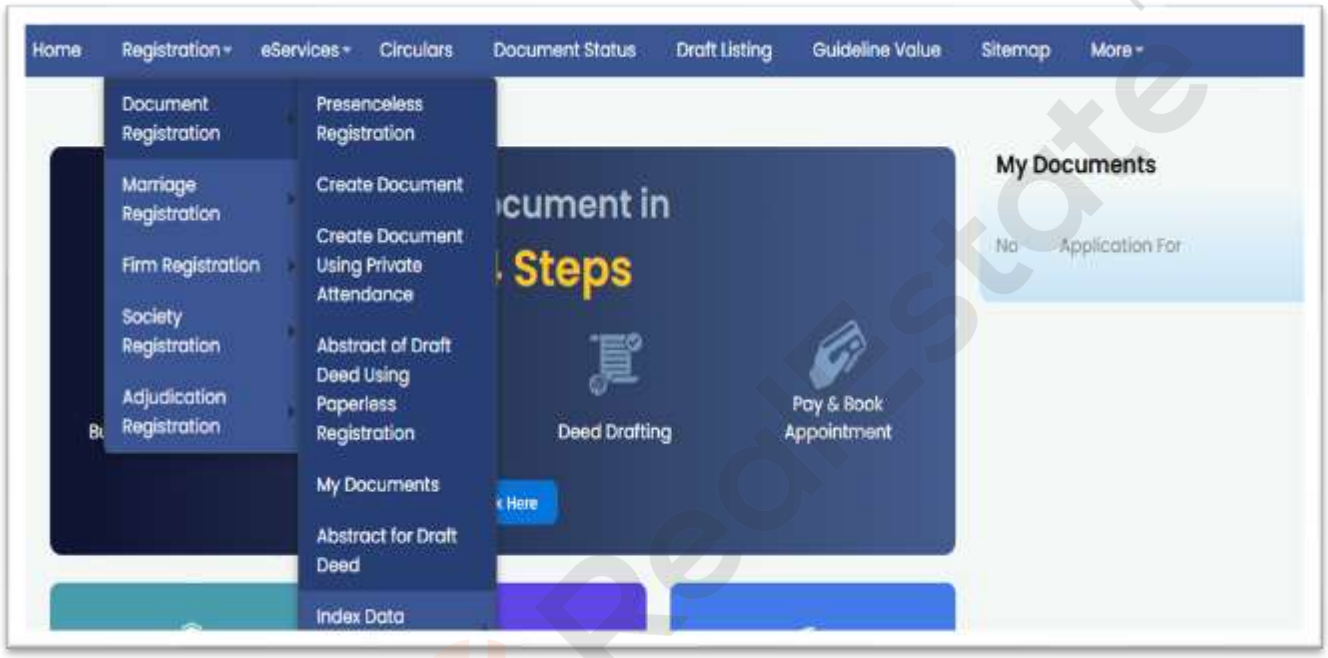
Step 1: Click on Sign in and Enter username, password, and the captcha. Then click Sign in to log on to the application.



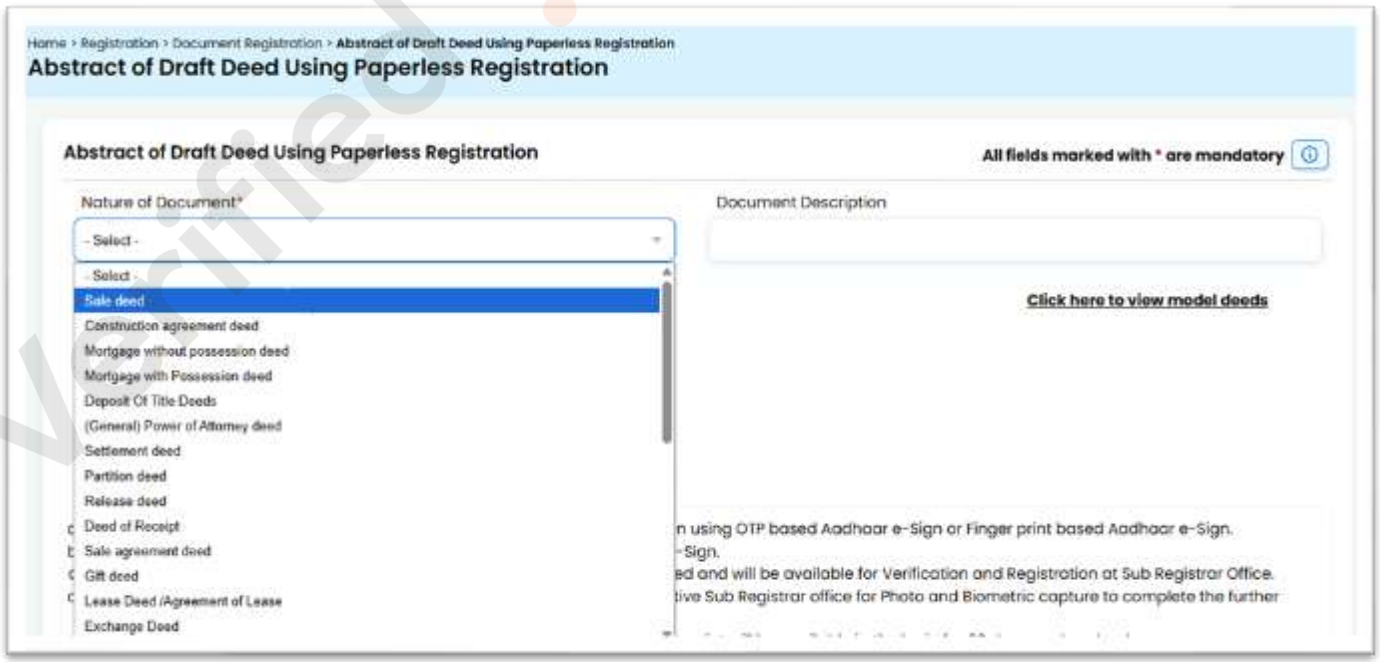
Step 2: Enter username, password ,captcha and click on sign in



Step 3: Registration --> Document Registration --> Abstract of draft deed using paperless registration.



Step 4: Select the nature of the document from the dropdown.



Step 5: Select the language of the document and click on proceed. Prerequisites and software required for devices are listed.


Language of Document
Tamil English

Note: The correct language of document has to be chosen. Otherwise the document will not be registered by SR since the endorsement will be generated in a language different from document language

a. All parties including witnesses must e-Sign in the relevant section of the screen using OTP based Aadhaar e-Sign or Finger print based Aadhaar e-Sign.
b. Registration of Finger print Device is required for Finger print based Aadhaar e-Sign.
c. Only after completion of e-Sign, the Application will be considered as Submitted and will be available for Verification and Registration at Sub Registrar Office.
d. After submission of documents through online Parties must visit to the respective Sub Registrar office for Photo and Biometric capture to complete the furthe Registration process.
e. After completion of the Registration process, your Registered Document and Receipt will be available in the login for 60 days as download.
f. No Paper document will be available.

SR No.	Device	Model	Supporting files for device integration
1	Mantra	MFS100/ MFS500	Click Here
2	Mantra	First Sale of Flat.	Click Here
3	Mantra IRIS Sensor	MFS110	Click Here

Link Previous Document

Copy Data from Previously Created Document (Eg: TP/20431/2018 or R/Gooduvancheri/BOOK 1/9099/2018)

Proceed

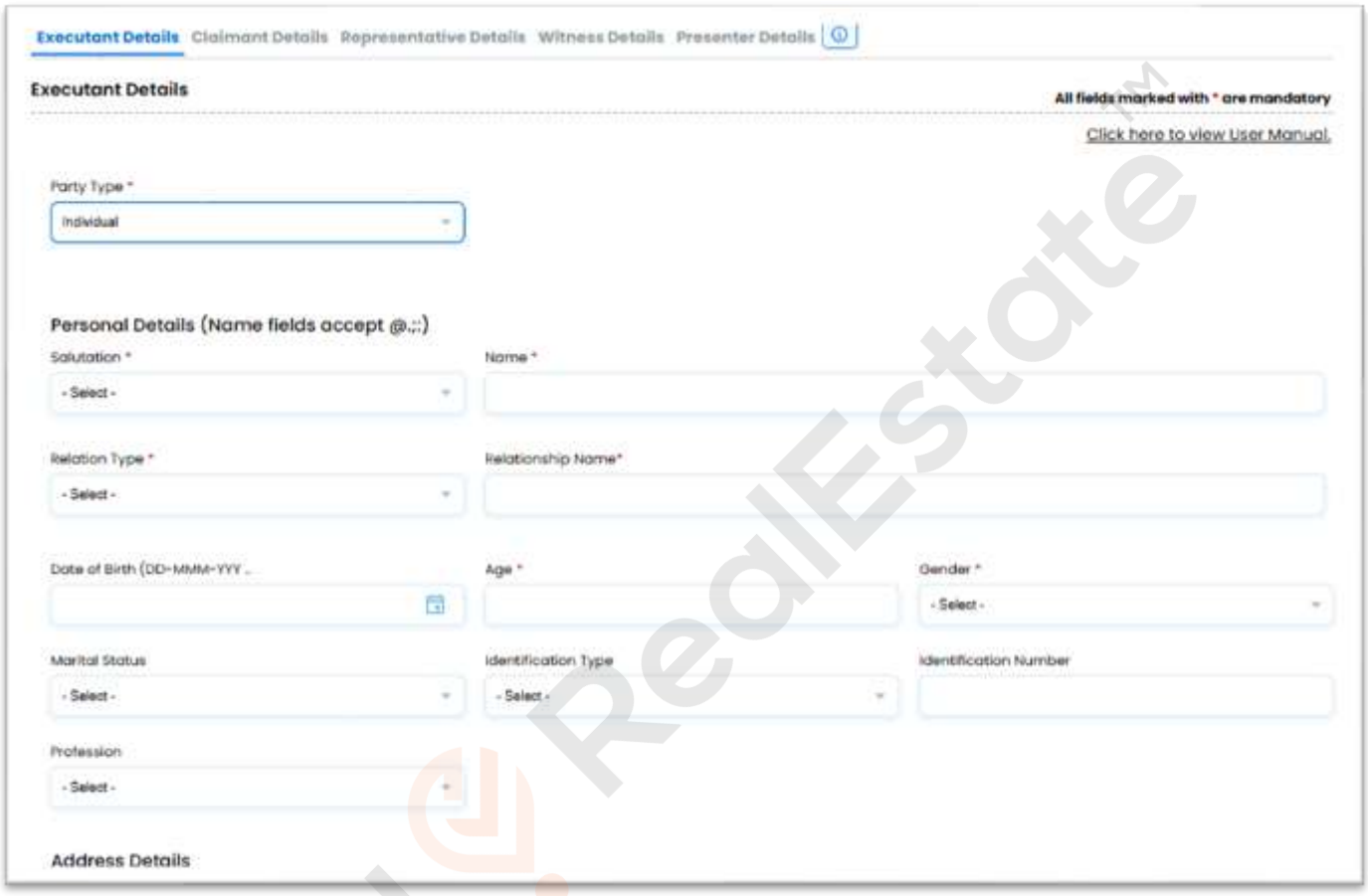
Step 6: Enter the party details of the one who sells the property in executant details. Select Party type from the drop-down as Individual, Company/Firm/Trust or Government.

Step 7: In case of Individual, enter personal details, address details, and contact details of Executant. In case of Company/Firm/Trust/Government, enter details of Company or Firm or Trust (Name and TAN number) address details and contact details.

Step 8: Aadhaar as ID prood is mandatory for all applicable parties.

Step 9: On click of add button party details will be added in the grid.

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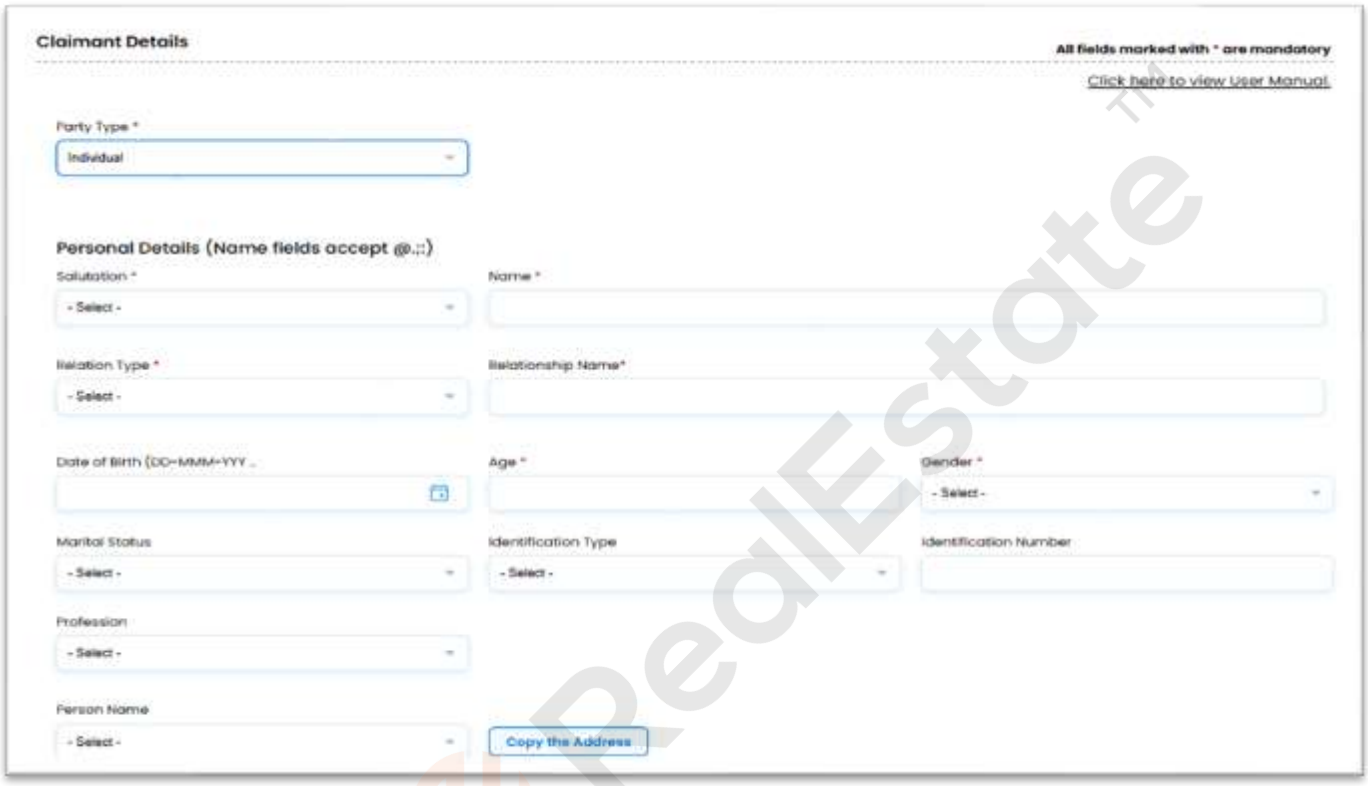
Step 10: Enter the party details of the one who buys the property in claimant details. Select Party type from the drop-down as Individual, Company/Firm/Trust or Government.

Step 11: In case of Individual, enter personal details, address details, and contact details of Executant. In case of Company/Firm/Trust/Government, enter details of Company or Firm or Trust (Name and TAN number) address details and contact details.

Step 12: Aadhaar as ID prood is mandatory for all applicable parties.

Step 13: On click of add button party details will be added in the grid.

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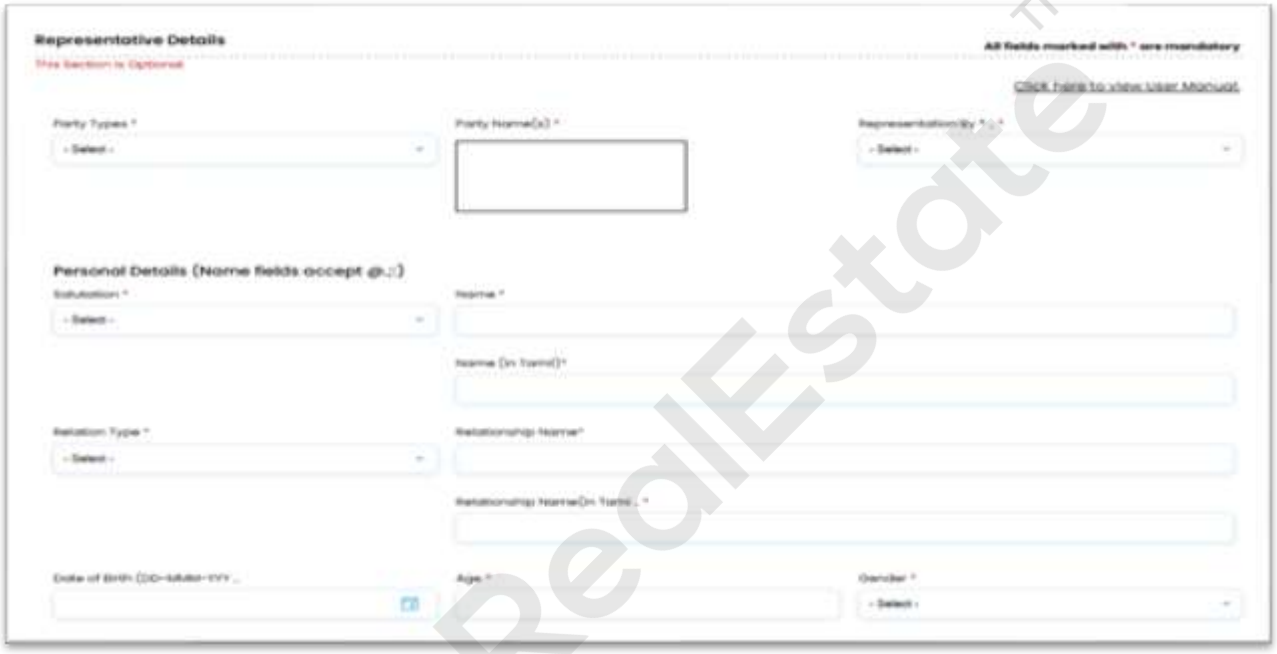


Step 14 : The Representative Details tab screen is displayed. In case, either party is not available for the execution of the document/ if they are minor, they can appoint Representative to proceed with the document registration on their behalf.

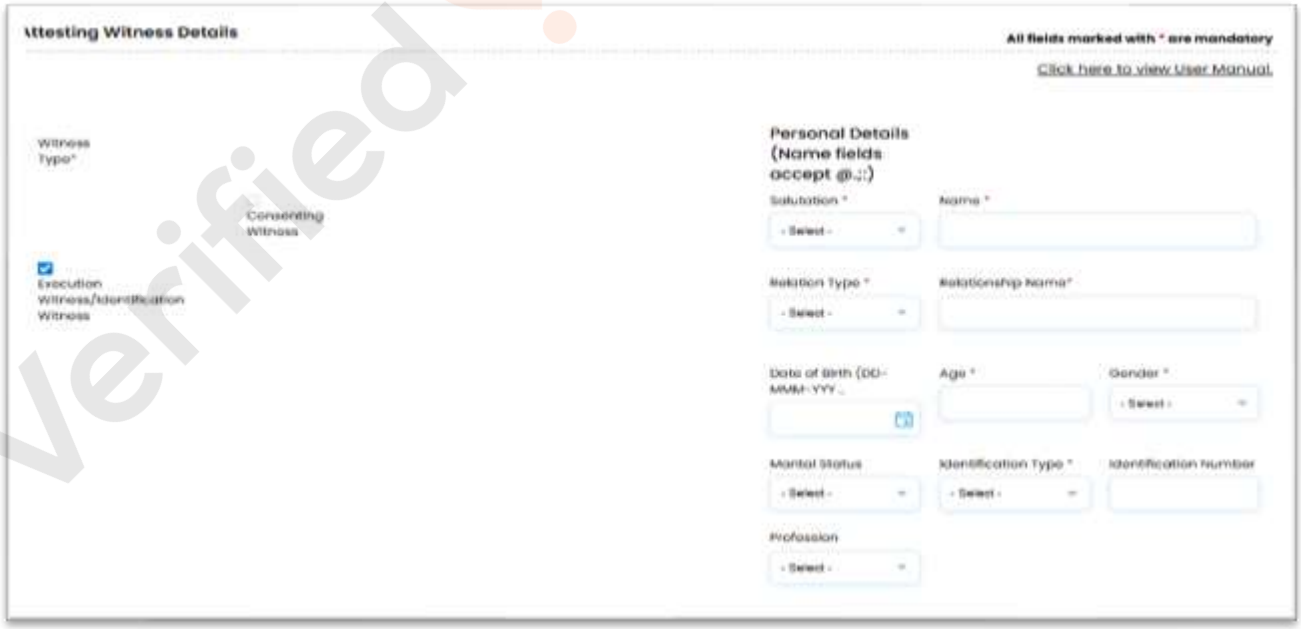
- If selected party is Individual, select representation by as Special power Agent or Court appointment curator or Liquidator or General Power Agent.
- If selected party is Government, select representation by as Special power Agent or General power Agent or Government Representative.

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- If selected party is Company/Firm, select representation by as Special power Agent or Company Representative or Liquidator

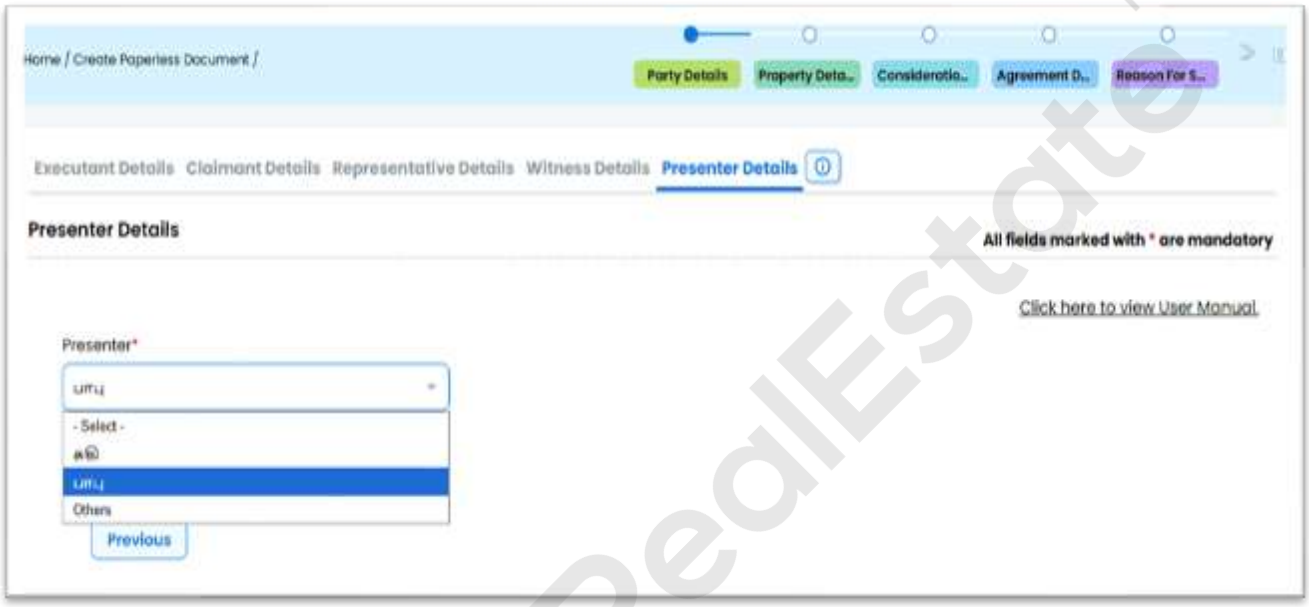


Step 15: Add two execution witnesses with Aadhaar as Id proof.



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Step 16: Claimant will be presenter by default. User can select anyone from dropdown as presenter or add other party as presenter.



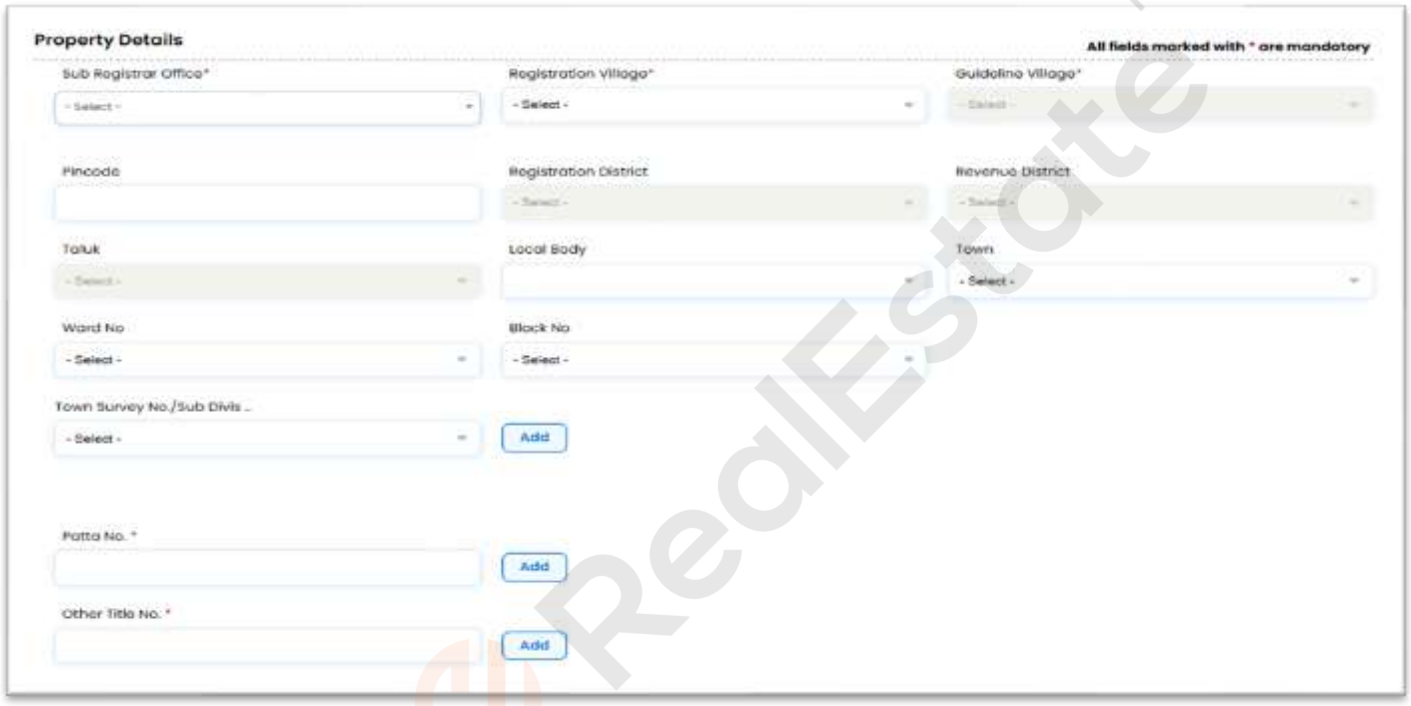
Step 17: Select the property type for sale and click on add.



Step 18: In property details, select the sub registrar office, registration village based on the jurisdiction of the property.

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Step 19: Enter Patta Number/ title number and click Add if needed. More than one Patta number/ Other Title Number can be added. Previous Document/ Patta Number/ title number is mandatory.



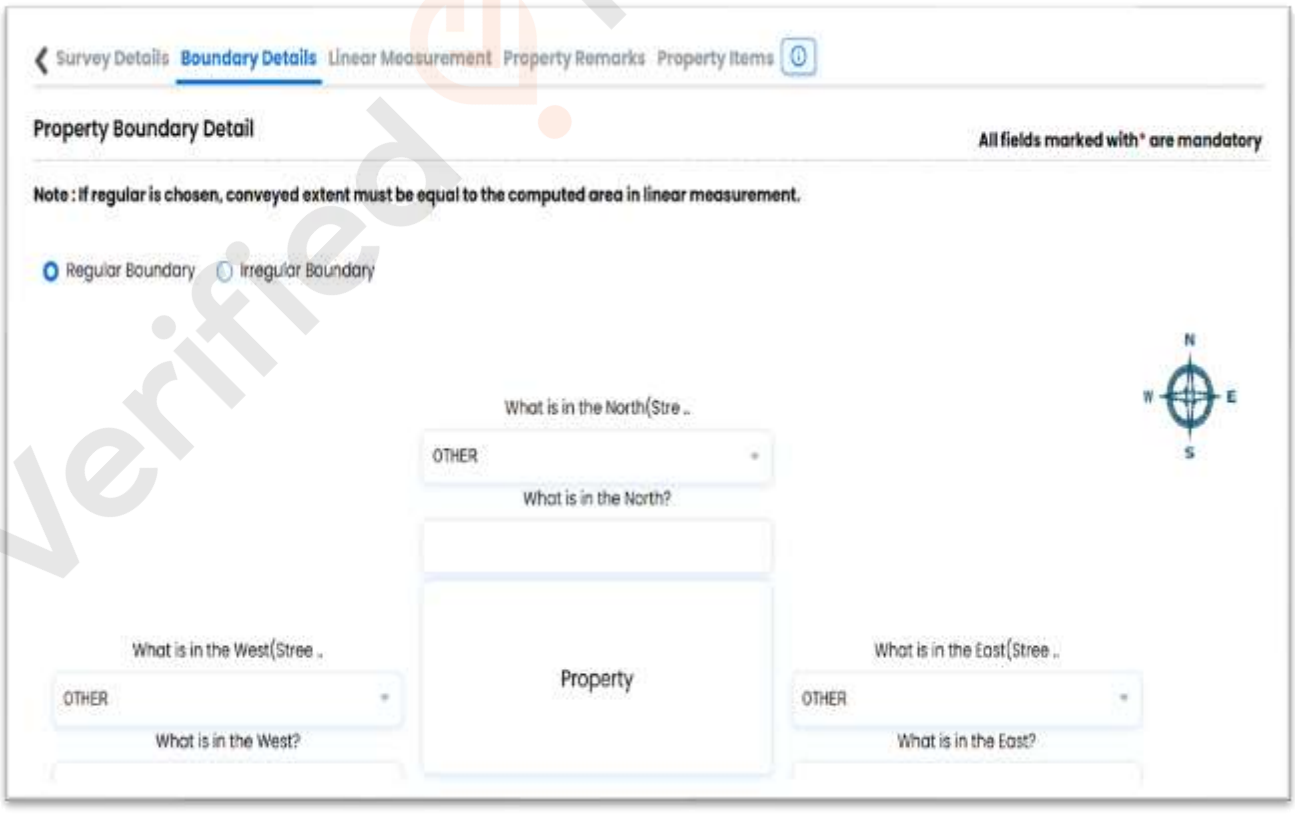
Step 20: In survey details screen select the unit of measurement, whether the property comes under natham or rural button. Based on the selected type, survey numbers will be populated. Once survey number is selected based on that subdivision will be populated.

Step 21: Enter total extent , conveyed extent and market value of the conveyed extent. On click of add survey details will be added in a grid.

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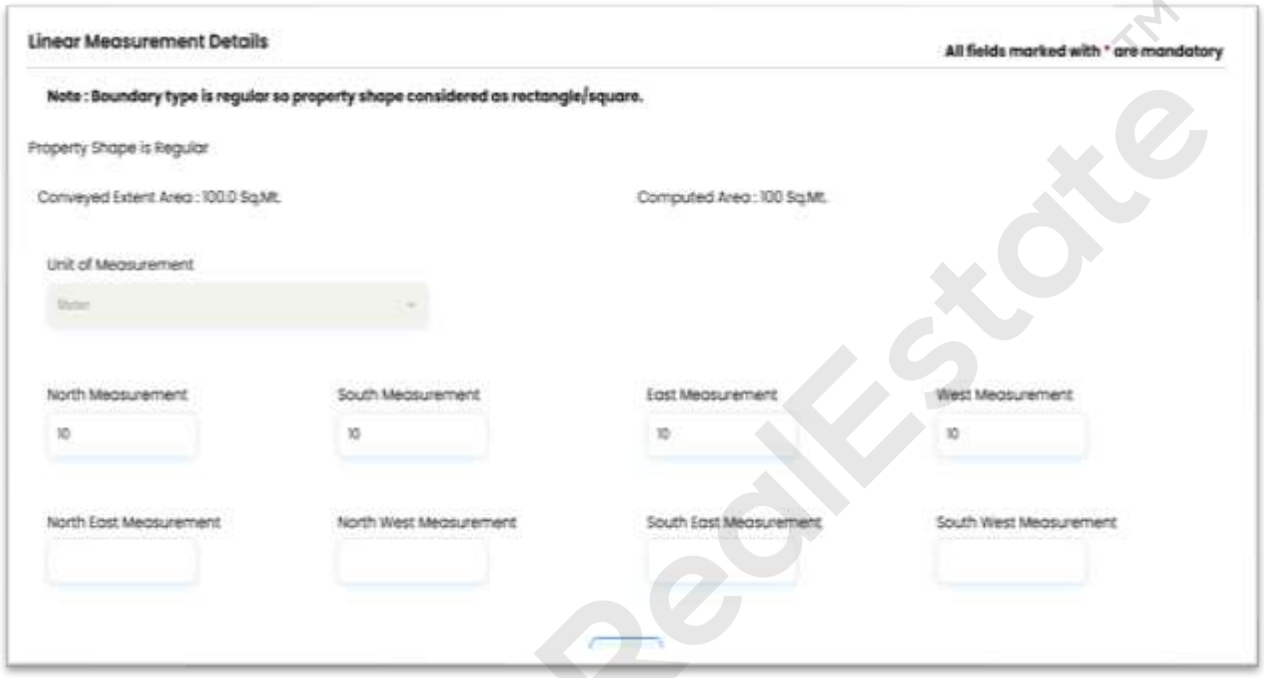


Step 22: Enter the boundary details.



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Step 23: Enter linear measurement , property remarks, and property item.

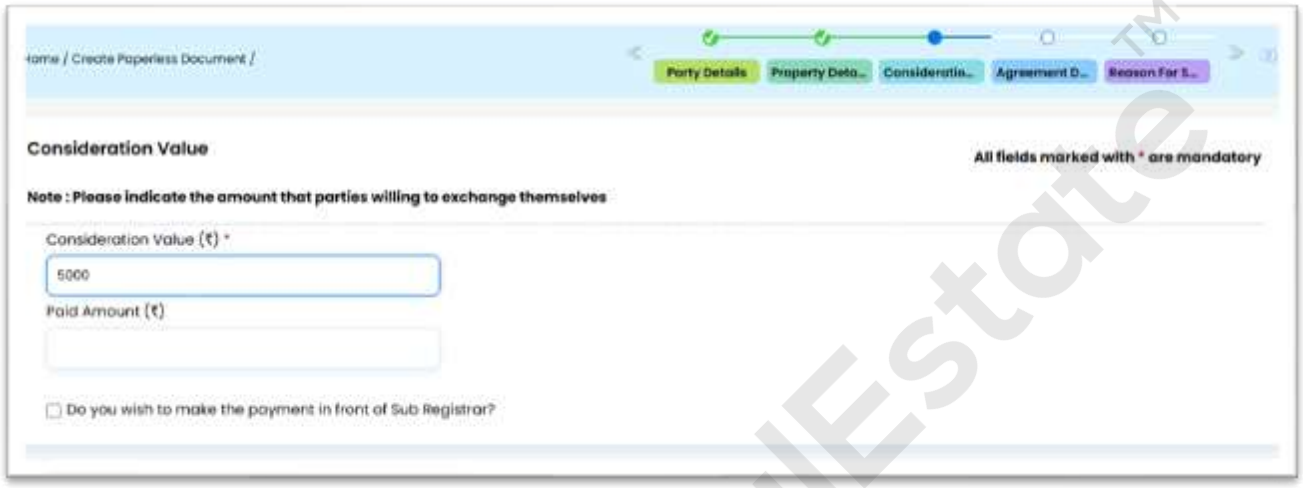


Step 24: Enter the agreement details and reason for sale.

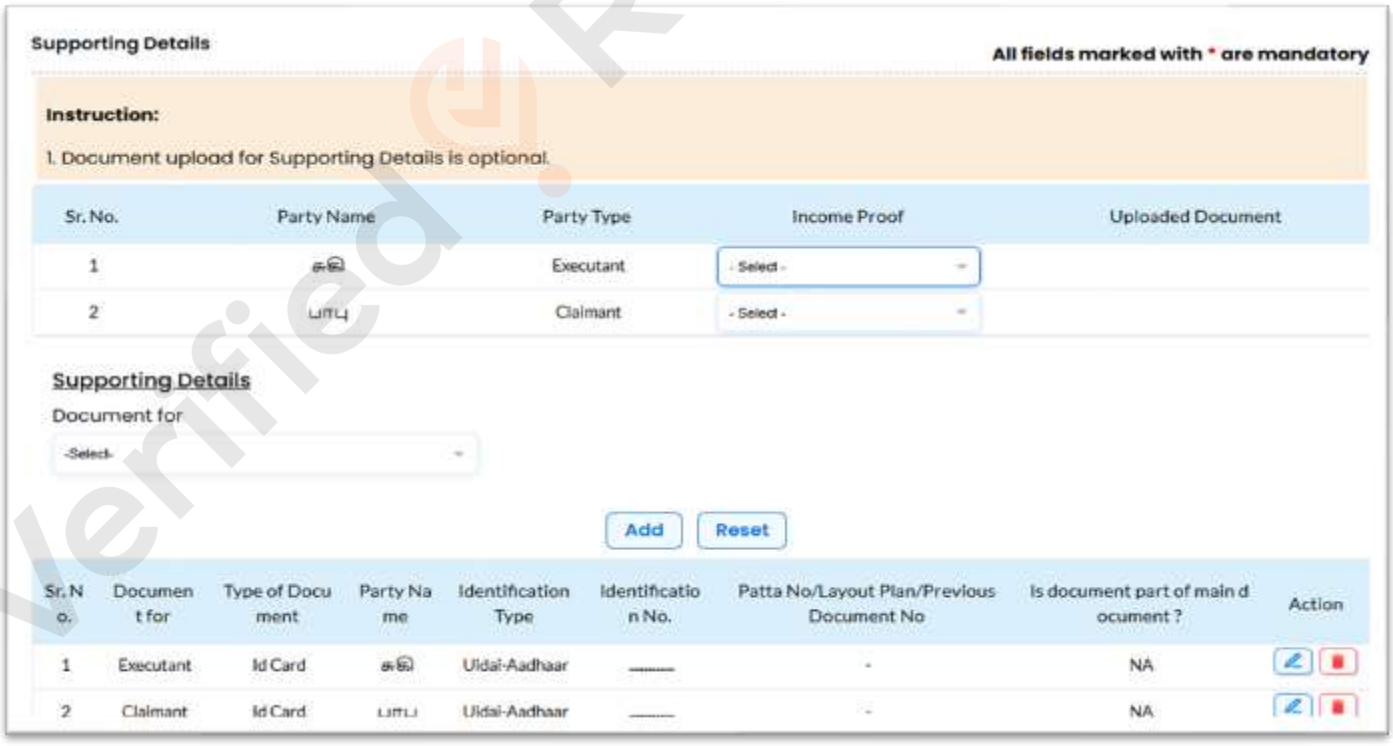


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Step 25: Enter the consideration value.

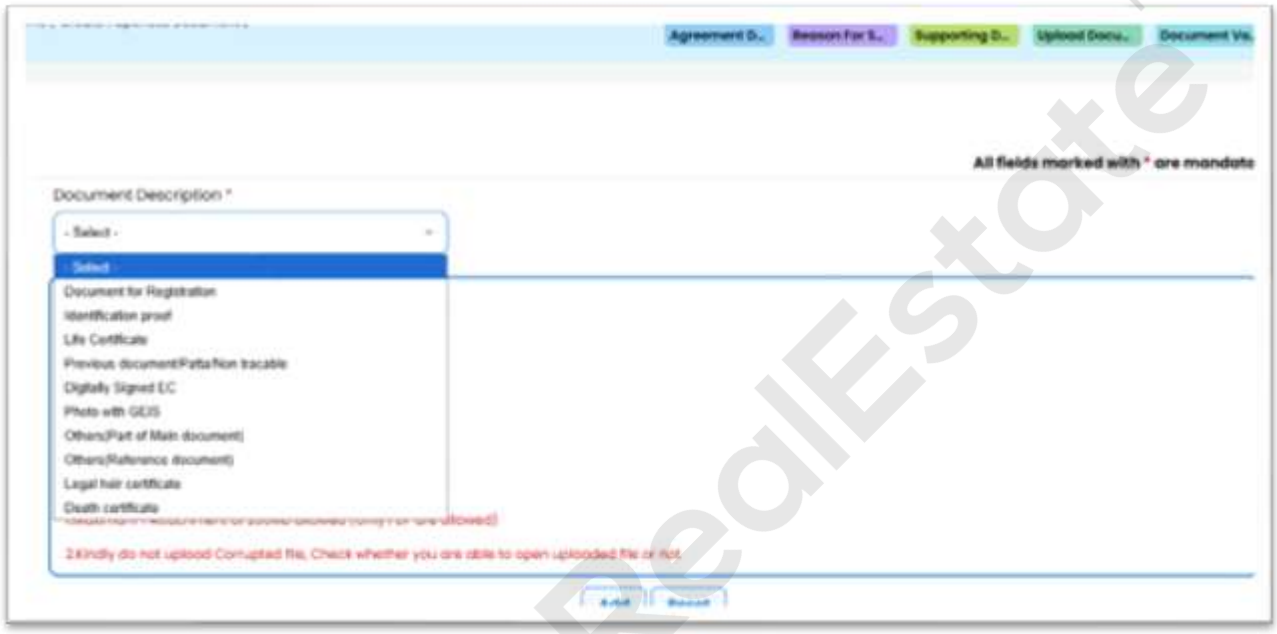


Step 26: In supporting details screen, for property with building add TANGEDCO/METRO water /Property tax details can be added in supporting details screen.



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Step 27: In Upload of documents screen, upload all the mandatory documents and cick on add to add the details in the grid.



Step 28 : Check market value , system calculated value appropriate stamp duty , registration fees, computer fees, CD fees, and DW fees.



Document Valuations

Note: All amounts are in INR

Temporary Deed Number : -

Nature of Deed : **Sale deed**

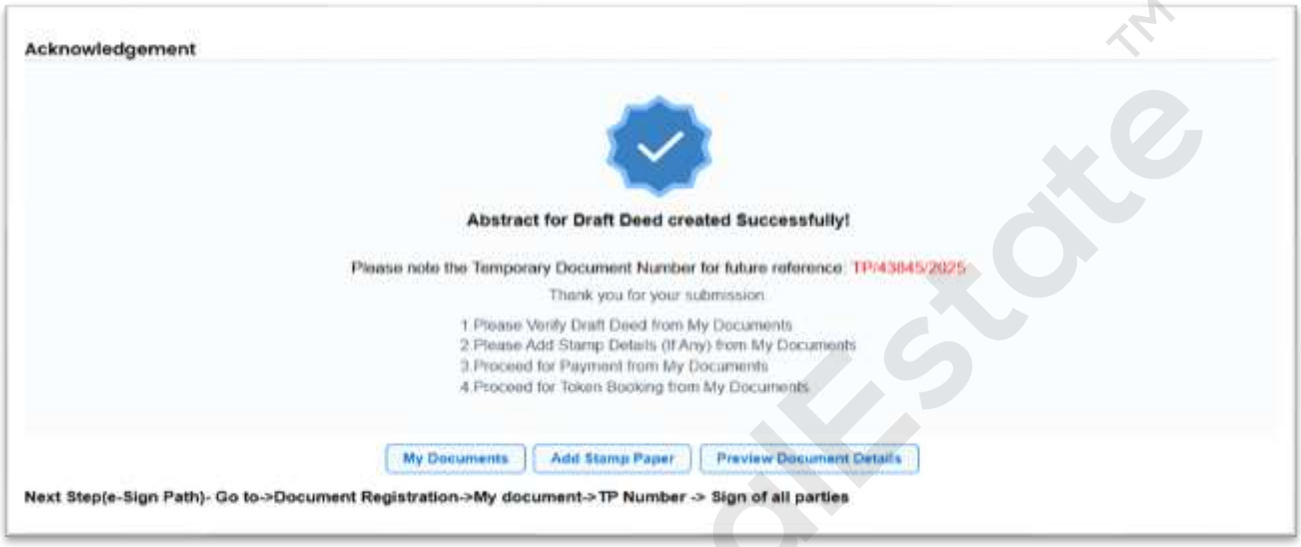
Sr. No.	Sub Registrar Office	Village	Market Value(Party) (₹)	Market Value as per system calculation (₹)	Stamp Duty (System) (₹)	Reg. fees (System) (₹)	Sub-division Fee (₹)
1	Coonoor_Uthagamandalam	Berliar	10,000	1,82,000	11,340	3,240	0
	Total		10,000	1,82,000	11,340	3,240	0

Other Fees Details

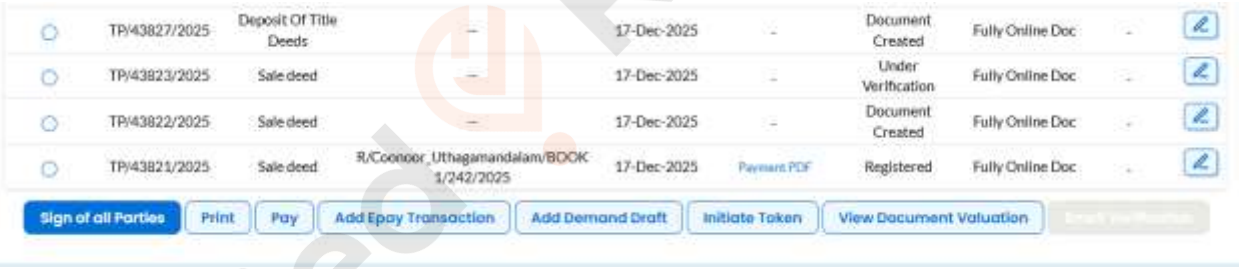
Sr. No.	Particulars	Amount (₹)
1	Computer Fees (Upto 10 pages)	200
2	Video Recording Processing Fees	100
3	Document Writers Welfare Fund	10

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Step 29: On click of create paperless document, TP number will be generated.



Step 30: Click on my documents button and proceed to my documents page. Select the document created and click on sign of all parties button.

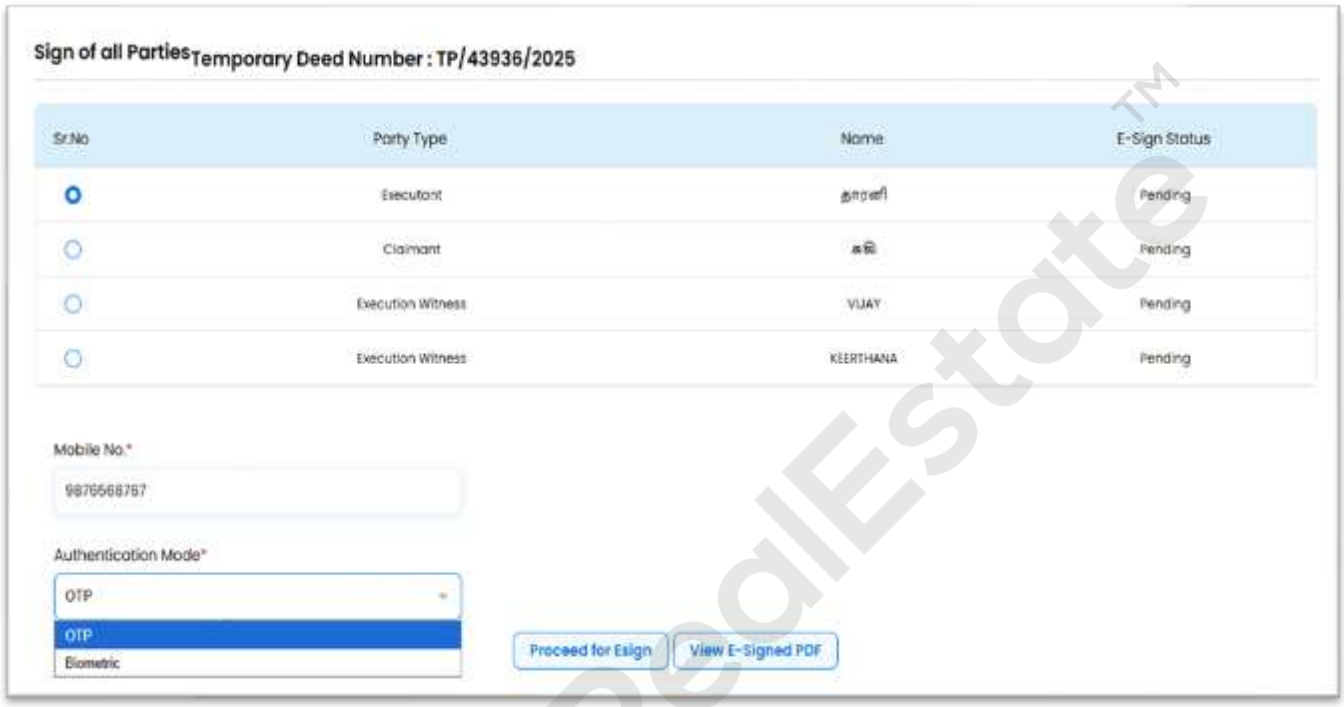


Step 31: Select the document created and click on sign of all parties button.

Step 32: Click sign of parties button, an alert will be given to user stating, “Cannot edit party details once e sign button is clicked.”

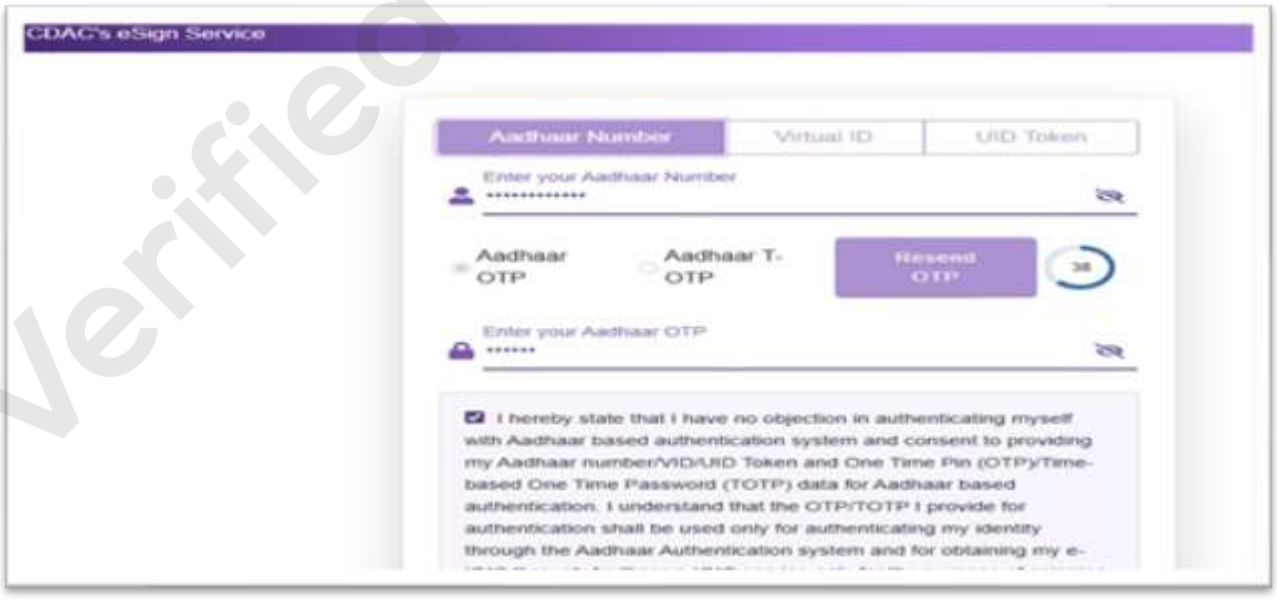
Step 33: A new screen with party details, e sign status will be given in a grid.

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Step 34: Both OTP and Biometric methods are given Authentication mode. If user selects OTP and clicks procced for E sign.

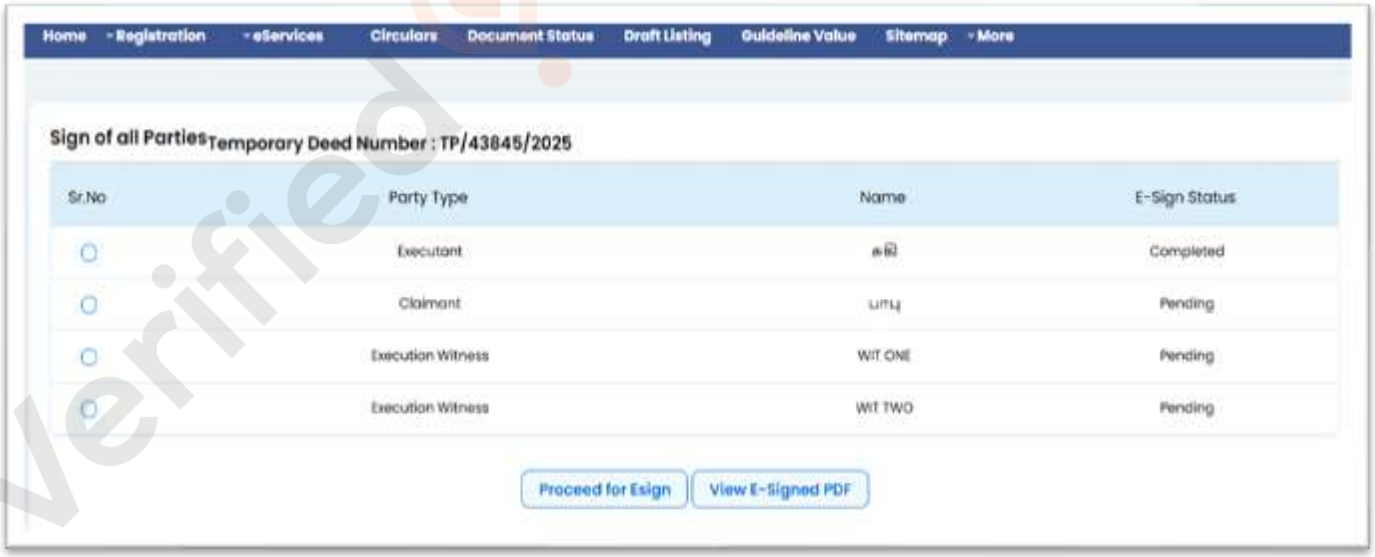
Step 35 : Once procced for E sign, site will be redirected to CDAC page.



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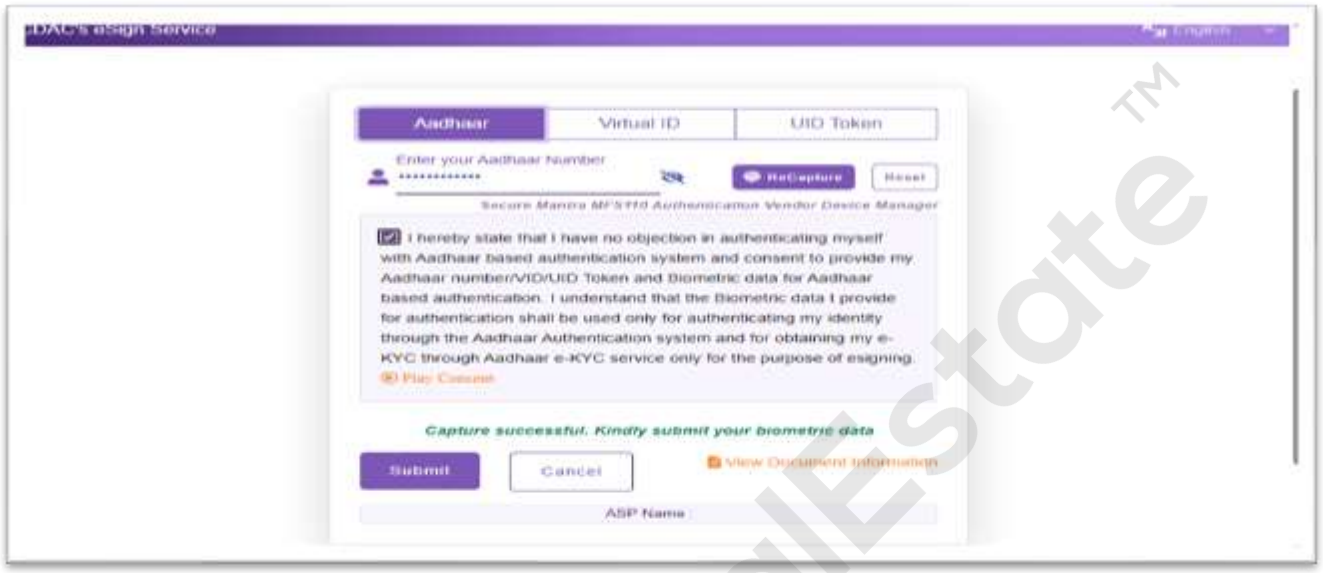
Step 36: Enter Aadhaar number and click aadhaar OTP . Once OTP is generated enter the OTP , check the consent check box, and submit.





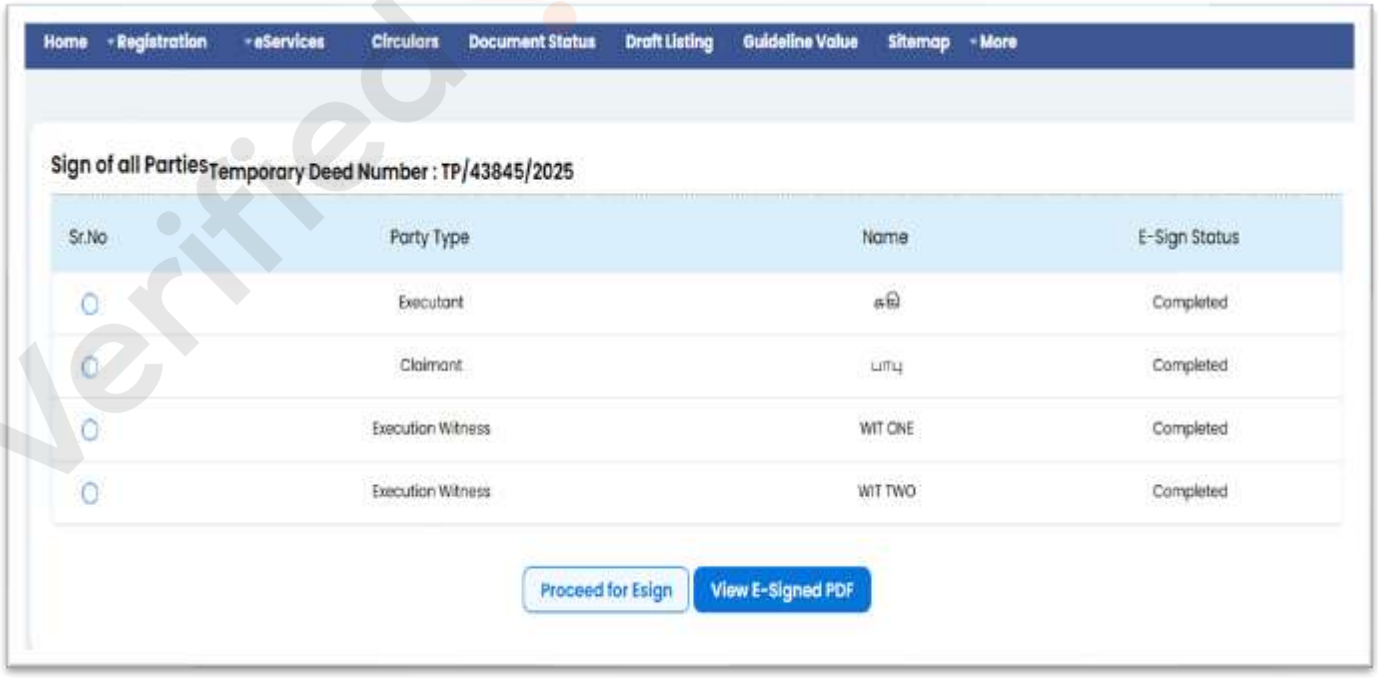
Step 37: Once E sign is , it will be redirected to reginet application and alert will be shown as E signed successfully. E sign status for that party will be changed from pending to completed.

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Step 38: If user selects biometric as authentication mode and clicks proceed for E sign. The site will be redirected to CDAC page.

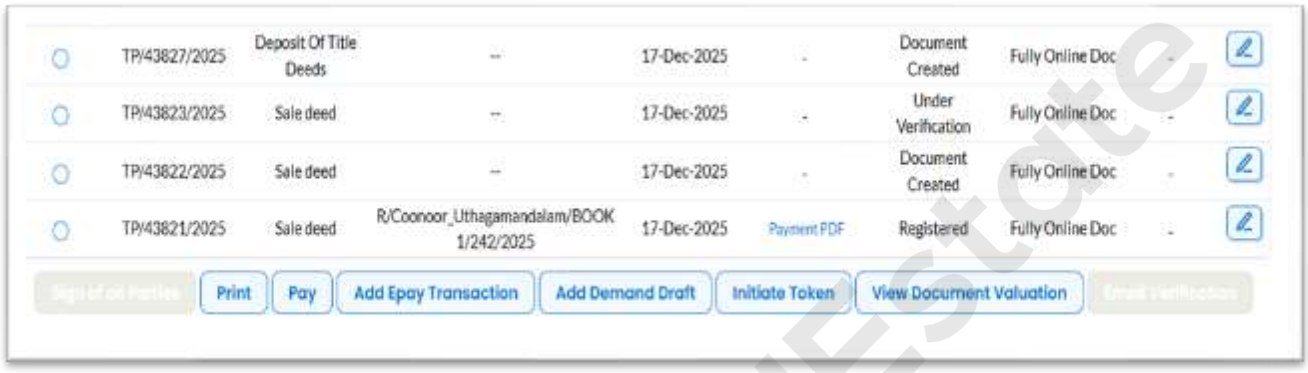
Step 39: Enter Aadhaar number and select the biometric device. Capture thumb and if captured thumb is success it will be redirected to reginet application and alert will be shown as E signed successfully. E sign status for that party will be changed from pending to completed.



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Step 40: Click on **View E sign PDF** button to download and view the E sign PDF.

Step 41 : Once E sign is completed, Sign of all parties button will be disabled.



Step 42: Click on print button to download and view Portal PDF.
Step 43: User will be able to book token , only if Sign of all parties is completed.

Step 44: Book token and complete the process in Portal.

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