



பதிவுத்துறை
REGISTRATION DEPARTMENT

User manual for Presence less - Deed of Receipt

Inspector General of Registration and Stamps (IGR)

**User Manual for Presenceless Registration - Deed of
Receipt Deed**



User manual for Presence less - Deed of Receipt

Step 1: Deed of receipt is available only in Bank logins.

Login → Registration → Document registration → Presenceless Registration.

The screenshot shows the user interface of the Tamil Nadu Registration Department's online portal. The top navigation bar includes links for Home, Sub-Login Creation, Disable Sub-Login, Registration, eServices, Draft Listing, and More. The 'Registration' dropdown menu is open, showing options for Document Registration, Presenceless Registration, and My Documents. The main content area features a 'Create Document in Just 4 Steps' section with four steps: Buyer/Seller Details, Property Details, Deed Drafting, and Pay & Book Appointment. Below this, there are three buttons: Presence Less, Paperless Registration, and Abstract for Draft Deed. On the right, the 'My Documents' section displays a table of registered documents.

No	Application For	Status
1	TP/43827/2025	Document Created
2	TP/43823/2025	Seen
3	TP/43822/2025	Document Created
4	TP/43821/2025	null
5	TP/43820/2025	Document Created

A 'View All' button is located at the bottom right of the 'My Documents' table.

Step 2: Select the nature of the deed from the dropdown, and all the Pre-requisites required for presenceless registration are listed.

If the previous document is registered, add the Previously registered document details or else proceed with Previous document not registered



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option.

Home > Registration > Document Registration > Presenceless Registration

Presenceless Registration

Create Document All fields marked with * are mandatory

Nature of Document*
Deed of Receipt

Document Description
Deed of Receipt

☒ Is the Previous Document Registered?
☐ Is the Previous Document Not Registered?

Presence-less Registration

The Department has introduced Presence-less Registration to simplify and digitize the registration process for citizens. This initiative allows property buyers and sellers to complete the registration of documents without visiting the Sub-Registrar Office (SRO).

Pre-requisites for Registration

Before initiating the presence-less registration process, citizens are required to ensure the following:

- Anytime Registration: The document can be submitted by the citizen anytime (24x7x365 days) through the online portal.
- Good Internet Connectivity: A stable and high-speed internet connection is essential for a smooth registration process.
- Hardware Requirements: To complete the photo capture, biometric authentication process, the following devices are required:

SR No.	Device	Model	Supporting files for device integration
1	Montra	MFS100/ MFS500	Click Here
2	Montra	MFS10	Click Here

Step 3: Enter the Mortgagee/Purchaser details. Here, the party type is defaulted to Company/Firm/Trust.

Select the Government body from the dropdown list given and add address details and contact details. On click of the add button, party details will be added to the grid.



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Home / Create Presenceless Document / Deed of Receipt

Deed of Receipt

Party Details Property Details Loan Repaym... Supporting De... Document Pre...

Mortgagee/Purchaser Mortgagor/Vendor Representative Details Witness Details Presenter Details ⓘ

Mortgagee/Purchaser Details All fields marked with * are mandatory [Click here to view User Manual](#)

Party Type *
Company/Firm/Trust

Govt body list*
- Select -

Address Details

Country* India State* Tamil Nadu District* - Select -

Taluk Village

Mortgagee/Purchaser Details All fields marked with * are mandatory [Click here to view User Manual](#)

Party Type *
Company/Firm/Trust

Govt body list*
- Select -
AB Bank PLC
Airtel Payments Bank Limited
American Express Banking Corporation
Andhra Pradesh Gramseena Vikas Bank
Andhra Pradesh Gramseena Bank
Arunachal Pradesh Rural Bank
Anyavart Bank
Assam Gramin Vikash Bank
Au Small Finance Bank Limited
Australia and New Zealand Banking Group Ltd.

District*
- Select -

Step 4: Enter the Mortgagor/Vendor details.

Step 5: In case of Individual, enter personal details, address details, and contact details of Mortgagor/vendor. In case of Company/Firm/Trust/Government, enter details of Company or Firm or Trust (Name and TAN number) address details and contact details.



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Step 6: Aadhaar as ID proof is mandatory for all applicable parties.

Step 7: Click on the add button and the party details will be added to the grid

Mortgagee/Purchaser **Mortgagor/Vendor** Representative Details Witness Details Presenter Details

Mortgagor/Vendor Details All fields marked with * are mandatory

☒ Is the Mortgagor/Vendor also going to execute the document? [Click here to view User Manual](#)

Party Type *
Individual

Personal Details (Name fields accept @::)
Salutation *
Mr.

Name *
TAMIL

Name (in Tamil) *
தமிழ்

Step 8: The Representative Details tab screen will be 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 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

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



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Mortgagee/Purchaser Mortgagor/Vendor **Representative Details** Witness Details Presenter Details ⓘ

Representative Details

All fields marked with * are mandatory
[Click here to view User Manual](#)

Party Types * Party Name(s) * Representation By * *

Mortgagee/Purchaser Indian Overseas Bank Company Representative *

Personal Details (Name fields accept @,;:)

Salutation * Name * Name (in Tamil) *

Mr. DEEPAK

Step 9: Add two execution witnesses with Aadhar as ID proof.

Mortgagee/Purchaser Mortgagor/Vendor Representative Details **Witness Details** Presenter Details ⓘ

Attesting Witness Details

All fields marked with * are mandatory
[Click here to view User Manual](#)

Witness Type *

☒ Execution Witness/Identification Witness ☐ Consenting Witness

Personal Details (Name fields accept @,;:)

Salutation * Name * Name (in Tamil) *

Mr. KAVIN

Relation Type * KAVIN Relationship Name *

Son of DURAI

Step 10: Claimant will be presenter by default. User can select anyone from dropdown as presenter.



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Home / Create Presenceless Document /

Party Details Property Details Loan Repaym... Supporting De... Document Pre...

Mortgagee/Purchaser Mortgagor/Vendor Representative Details Witness Details **Presenter Details**

Presenter/Return to party Details

All fields marked with * are mandatory

[Click here to view User Manual](#)

Presenter*

TAMIL

Previous

Step 11: Select the property type and click on add to proceed.

Home / Create Presenceless Document /

Property Details Loan Repaym... Supporting De... Document Pre... Document Val...

List of all added property

Property Type*

☐ Plot with Building (Individual House) ☐ Plot ☐ Flats ☐ Agricultural Land ☐ Agriculture Land with Building

☐ Pathway ☐ Easement Rights ☐ Special Kind Of Buildings

Add

Step 12: In property details Select the Sub registrar office, Registration village based on jurisdiction of the property

Step 13: Enter Patta Number/ title number and click on Add button to add the details. More than one Patta number/ Other Title Number can be added. Previous Document/ Patta Number/ title number is mandatory.



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Home / Create Presenceless Document /

Property Details | Loan Repaym... | Supporting De... | Document Pre... | Document Val...

Property Details | Survey Details | Boundary Details | Linear Measurement | Property Remarks

Property Details

All fields marked with * are mandatory

Sub Registrar Office*
Coonoor_Uthagamandalem

Registration Village*
Barlar

Guideline Village*
BURJAR

Pincode
[Empty]

Registration District
Dindigul

Revenue District
Sivagangai

Taluk
[Select -]

Local Body
Anyappampalayam

Town
[Select -]

Ward No.
[Empty]

Block No.
[Empty]

Step 14: In survey details screen, select unit of measurement, whether the property comes under natham or rural radio button. Based on the selected radio button, the survey number will be populated. Once survey number is selected based on that subdivision will be populated.

Home / Create Presenceless Document /

Property Details | Loan Repaym... | Supporting De... | Document Pre... | Document Val...

< Survey Details | Boundary Details | Linear Measurement | Property Remarks | Property Items

Property Survey Details

All fields marked with * are mandatory

Unit of Measurement*
Square Metre

☐ Undivided Share(UDS) Prop...

☐ Natham ☒ Rural

Survey Detail
☒ Single Survey ☐ Linked Survey

Survey No.*
1

Sub Division No.*
1

Street Name
[Select -]

Step 15: Enter the total extent, Receipt extent, and market value of Receipt extent. Click on the



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add button and survey details will be added to the grid.

Survey No.* 1 Sub Division No.* 1 Street Name + Select +

Old Survey No. Pymash No. Total Survey Extent (of Survey) Square Meters 100

Receipt Extent* Square Meters 100 Market Value of Receipt ₹ 10000

Add Reset

Step 16: Enter the boundary details.

< Survey Details **Boundary Details** Linear Measurement Property Remarks Property Items ⓘ

Property Boundary Detail All fields marked with* are mandatory

Note : If regular is chosen, conveyed extent must be equal to the computed area in linear measurement.

☒ Regular Boundary ☐ Irregular Boundary

What is in the North (Street Name) OTHER

What is in the North? (In English)

What is in the North? (In Tamil)

What is in the West (Street Name) OTHER

What is in the West? (In English)

What is in the East (Street Name) OTHER

What is in the East? (In English)

Property

Step 17: Enter linear measurement, property remarks, and property items.



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Survey Details Boundary Details **Linear Measurement** Property Remarks: Property Items

Linear Measurement Details All fields marked with * are mandatory

Note : Boundary type is regular so property shape considered as rectangle/square.

Property Shape is Regular

Conveyed Extant Area : 100.0 Sq.Mt. Computed Area : 100 Sq.Mt.

Unit of Measurement
Meters

North Measurement 10	South Measurement 10	East Measurement 10	West Measurement 10
North East Measurement	North West Measurement	South East Measurement	South West Measurement

Step 18: Enter Loan Repayment details.

Home / Create Presenceless Document /

Party Details Property Det... **Loan Repaym...** Supporting D... Document Pr...

Loan Repayment Details All fields marked with * are mandatory

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

Loan Amount as per Non Re... *

Step 19: In Supporting details screen, enter the Place of Execution Details and select the Sub Registrar office.



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1	Mortgagor/Vend or	M Card	TAMIL	Udai-Aadhaar	-----	---	NA	 
2	Representative	M Card	DEEPAK	Udai-Aadhaar	-----	---	NA	 
3	Witness	M Card	KAVIN	Udai-Aadhaar	-----	---	NA	 
4	Witness	M Card	ASHWIN	Udai-Aadhaar	-----	---	NA	 

Other Details

Place of Execution . *

Place of Execution in Tam .

SRO Selection

Sub Registrar Office*

Coonoor_Uthagamandalam

Step 20: In the Document Preview screen, the user will be able to verify all the details entered before document creation.

Home / Create Presenceless Document /

Property Det. Loan Repaym. Supporting D. Document Pr. Document V.

This DEED OF RECEIPT is executed at Chennai on _____, by

Indian Overseas Bank, located at 12, Chennai District, Tamil Nadu, Pincode - 600000, India.

Company Representative of Indian Overseas Bank represented by Mr. DEEPAK Son of DAMU, aged 34 Identification Type: Udai-Aadhaar, Identification No: 901234567890 residing at 12, Chennai District, Tamil Nadu, Pincode - 600000, India.

hereinafter called the "EXECUTANT" which expression wherever the context so requires shall mean and include his/her/their heirs, executors, administrators, legal representatives, successors etc.

TO AND IN FAVOUR OF

Mr. TAMIL son of SAAMI, aged 50, Mobile No: 9088765754, Identification Type: Udai-Aadhaar, Identification No: 123456789012 residing at 12, Chennai District, Tamil Nadu, Pincode - 600000, India.

Step 21: In Document Valuation user will be able to verify the stamp duty, Registration fees, Computer fees, and DW fees.



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Home / Create Presenceless Document /

Property Details Loan Repaym... Supporting De... Document Pre... Document Val...

Stamp Duty and Fees Detail

Temporary Deed Number : = Nature of Deed : **Deed of Receipt** Note: All amounts are in INR

Loan Amount as per Non Registered Document (₹)	10,000
Stamp Duty (₹)	1
Registration Fees (₹)	100

Other Fees Details

Sr. No.	Particulars	Amount (₹)
1	Computer Fees (Upto 10 pages)	200

Step 22: On clicking create document, the TP number will be generated.

Acknowledgement

Document Created Successfully!

Please note the Temporary Document Number for future reference: **TP/43840/2025**

Once Epayment is done, Document cannot be modified

Thank you for your submission.

1. Please Verify Draft Deed from My Documents
2. Please Add Stamp Details (If Any) from My Documents
3. Proceed for Payment from My Documents
4. Proceed for Token Booking from My Documents

[My Documents](#) [Preview Document Details](#)

Step 23: Click on My documents & select the appropriate document and click on the Photo Biometric Capture button to capture the photo and fingerprint of the parties.



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406 items found, displaying 1 to 10.
[First/Prev/1/2/3/4/5/6/7/8/Next/Last]

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☒	TP/43840/2025	Deed of Receipt	---	17-Dec-2025	+	Document Created	Fully Online Doc	-	View
☐	TP/43647/2025	Deed of Receipt	---	02-Dec-2025	+	submitted online	Fully Online Doc	-	View
☐	TP/43638/2025	Deed of Receipt	---	01-Dec-2025	-	Document Created	Fully Online Doc	-	View
☐	TP/43320/2025	Deed of Receipt	---	12-Nov-2025	-	submitted online	Fully Online Doc	-	View
☐	TP/43215/2025	Deed of Receipt	---	06-Nov-2025	-	Document Created	Fully Online Doc	-	View
☐	TP/43199/2025	Deed of Receipt	---	05-Nov-2025	+	submitted online	Fully Online Doc	-	View
☐	TP/43147/2025	Deed of Receipt	---	03-Nov-2025	+	Document Created	Fully Online Doc	-	View
☐	TP/43115/2025	Deed of Receipt	---	31-Oct-2025	-	submitted online	Fully Online Doc	-	View
☐	TP/42830/2025	Deed of Receipt	---	17-Oct-2025	-	Document Created	Fully Online Doc	-	View
☐	TP/42695/2025	Deed of Receipt	---	14-Oct-2025	+	Document Created	Fully Online Doc	-	View

[Upload Documents](#)
[Photo Biometric Capture](#)
[Print](#)
[Page](#)
[Add Temp. Doc](#)
[Download All Documents](#)
[View Document Valuation](#)

Step 24: Aadhaar validation needs to be completed for listed persons.

Photo biometric capture:

Note :- No further changes can be made in the Document after Aadhar Validation is completed.

Sr.No	Party Type	Name	Photo	Biometric	Action
1	Mortgagor/Vendor	TAME	---	---	Capture Photo
2	Company Representative	DEEPAK	---	---	Capture Photo
3	Execution Witness/Identification Witness	KAVIN	---	---	Capture Photo
4	Execution Witness/Identification Witness	ASHWIN	---	---	Capture Photo

Step 25: Click on "Capture Photo". Once the photo is captured, click on submit.

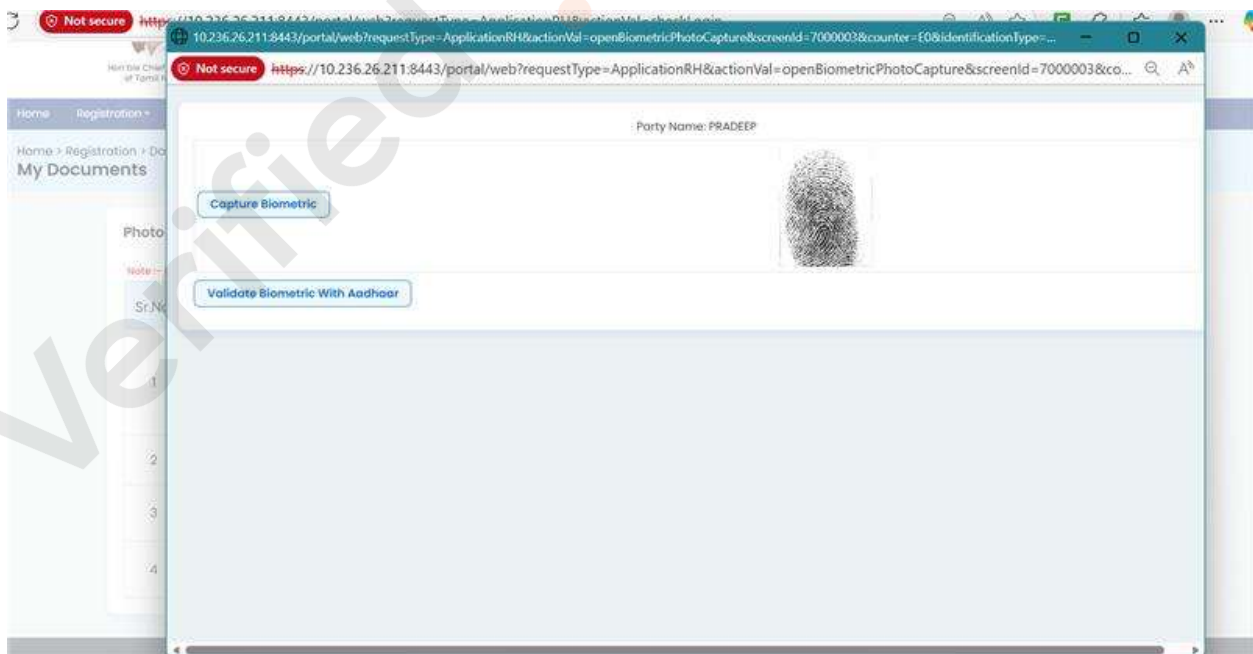


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Step 26: Click on “Capture Biometric”, once biometric is captured, then click on “Validate Biometric with Aadhaar”.

Once Biometric is Validated, system will throw an alert like “Validated successfully”.





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Step 27: Once Photo and fingerprint capture are completed for all parties, the pay option will be enabled but before payment the user needs to upload the documents, or alert will be displayed.

The screenshot displays a web interface for the Registration Department. At the top, there is a navigation bar with links: [First/Prev], 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]. Below this is a table with the following columns: Select, Temporary Deed Number, Nature of Deed, Registration Number, Created Date, View, Status, Document Type, Remarks, and Action. The table contains 10 rows of data, all with 'Deed of Receipt' as the nature of the deed. A modal alert box is overlaid on the table, displaying the message 'Please upload all the documents.' with an 'OK' button. At the bottom of the interface, there are buttons for 'Upload Documents', 'Print', 'Pay', 'Add Epay Transaction', and 'View Document Valuation'.

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☒	TP/43640/2025	Deed of Receipt	--	17-Dec-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43647/2025	Deed of Receipt	--	02-Dec-2025	-	submitted online	Fully Online Doc	-	
☐	TP/43638/2025	Deed of Receipt	--	01-Dec-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43320/2025	Deed of Receipt	--	01-Dec-2025	-	submitted online	Fully Online Doc	-	
☐	TP/43215/2025	Deed of Receipt	--	01-Dec-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43199/2025	Deed of Receipt	--	05-Nov-2025	-	submitted online	Fully Online Doc	-	
☐	TP/43147/2025	Deed of Receipt	--	03-Nov-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43115/2025	Deed of Receipt	--	31-Oct-2025	-	submitted online	Fully Online Doc	-	
☐	TP/42830/2025	Deed of Receipt	--	17-Oct-2025	-	Document Created	Fully Online Doc	-	
☐	TP/42695/2025	Deed of Receipt	--	14-Oct-2025	-	Document Created	Fully Online Doc	-	

Buttons at the bottom: Upload Documents, Print, Pay, Add Epay Transaction, View Document Valuation

Step 28: Click on the Upload Documents button from My documents section and upload the necessary Identification proofs of all the parties, Property image and if any reference documents are needed.



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Upload Document Screen.

Supporting Details

Upload Document type *

- Select -

- Select -

Identification proof
Property Image
Reference Document

Choose File No file chosen Upload Document

Note:

1) Maximum 1 Attachment of SCMB allowed (Only PDF, JPEG, PNG, GIF, TIFF, TIF, PSD, XLS, XLSX are allowed)

2) Kindly do not upload Corrupted file. Check whether you are able to open uploaded file or not

Add Reset

Step 29: After completion of uploading documents and Photo Biometric Capture, click 'Print' to print the document.

Before Print if user clicks on Pay, system will throw an alert to print the document.

234 items found, displaying 21 to 30.
[Filter View] 1, 2, 3, 4, 5, 6, 7, 8 [Reset Filter]

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☒	TP/S3325946/2024	Deed of Receipt	--	29-Aug-2024		Document Created	Fully Online Doc		
☐	TP/S3325907/2024	Lease Deed / Agreement of Lease				Document Created	Fully Online Doc		
☐	TP/S3324512/2024	Deposit Of Title Deeds	R/Mylapore/BOOK 1/222/2024		PDF	Registered	Fully Online Doc		
☐	TP/S3324306/2024	Deposit Of Title Deeds	--	09-Jul-2024		Document Created	Fully Online Doc		
☐	TP/S3324186/2024	Deed of Receipt	--	29-Jun-2024		Document Created	Fully Online Doc		
☒	TP/S3323988/2024	Deed of Receipt	R/Mylapore/BOOK 1/222/2024	25-Jun-2024	Payment PDF	Registered	Fully Online Doc		
☒	TP/S3323509/2024	Deed of Receipt	--	05-Jun-2024		Document Created	Fully Online Doc		
☐	TP/S3322027/2024	Deed of Receipt	--	25-Apr-2024		Document Created	Fully Online Doc		
☐	TP/S3321168/2024	Deed of Receipt	R/Mylapore/BOOK 1/222/2024	05-Apr-2024	Payment PDF	Registered	Fully Online Doc		

Step 30: By clicking on the Pay button, the user will be able to make the payment online and once the payment is completed, the file will be submitted successfully to Back office.



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REGISTRATION DEPARTMENT

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Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☒	TP/43840/2025	Deed of Receipt	--	17-Dec-2025	-	Document Created	Fully Online Doc	-	View
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☐	TP/43115/2025	Deed of Receipt	--	31-Oct-2025	-	submitted online	Fully Online Doc	-	View
☐	TP/42830/2025	Deed of Receipt	--	17-Oct-2025	-	Document Created	Fully Online Doc	-	View
☐	TP/42695/2025	Deed of Receipt	--	14-Oct-2025	-	Document Created	Fully Online Doc	-	View

Upload Documents

View Document Copy

Print

Pay

Add Epay Transaction

Download Document

View Document Valuation

Result Verification

Home > Registration > Document Registration > My Documents

My Documents

E-Payment

All fields marked with * are mandatory

Applicant Type*

Mortgagor/Vendor

Applicant Name*

TAMIL

Office Name *

Coonoor_Uthagamandalam

Address Details

Country

India

State

Tamil Nadu

District

Chennai

Village Name

Address Details

12

Pincode

600000

Address Details



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[First/Prev] 1 2 3 4 5 6 7 [Next/Last]

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☒	TP/43840/2025	Deed of Receipt	—	17-Dec-2025	-	submitted online	Fully Online Doc	-	View
☐	TP/43647/2025	Deed of Receipt	—	02-Dec-2025	-	submitted online	Fully Online Doc	-	View
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☐	TP/43147/2025	Deed of Receipt	—	03-Nov-2025	-	Document Created	Fully Online Doc	-	View
☐	TP/43115/2025	Deed of Receipt	—	31-Oct-2025	-	submitted online	Fully Online Doc	-	View
☐	TP/42830/2025	Deed of Receipt	—	17-Oct-2025	-	Document Created	Fully Online Doc	-	View
☐	TP/42695/2025	Deed of Receipt	—	14-Oct-2025	-	Document Created	Fully Online Doc	-	View

[Upload Documents](#) [Photo Scanning Capture](#) [Print](#) [Pay](#) [Add Entry Transaction](#) [View All Documents](#) [View Document Valuation](#)

[Email Verification](#)