Inspector General for Registration (IGR)

User Manual for Presence less Sale Deed Portal

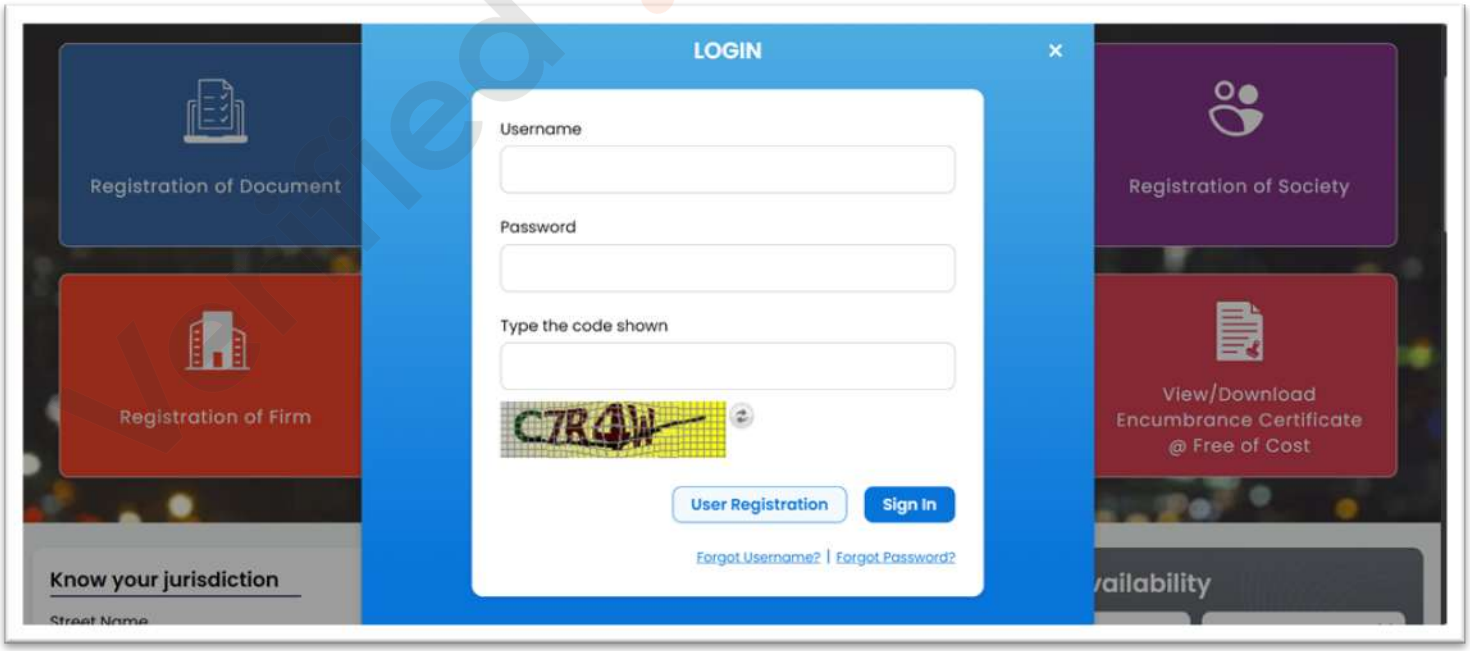
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Document Creation for Conveyance / Sale Deed

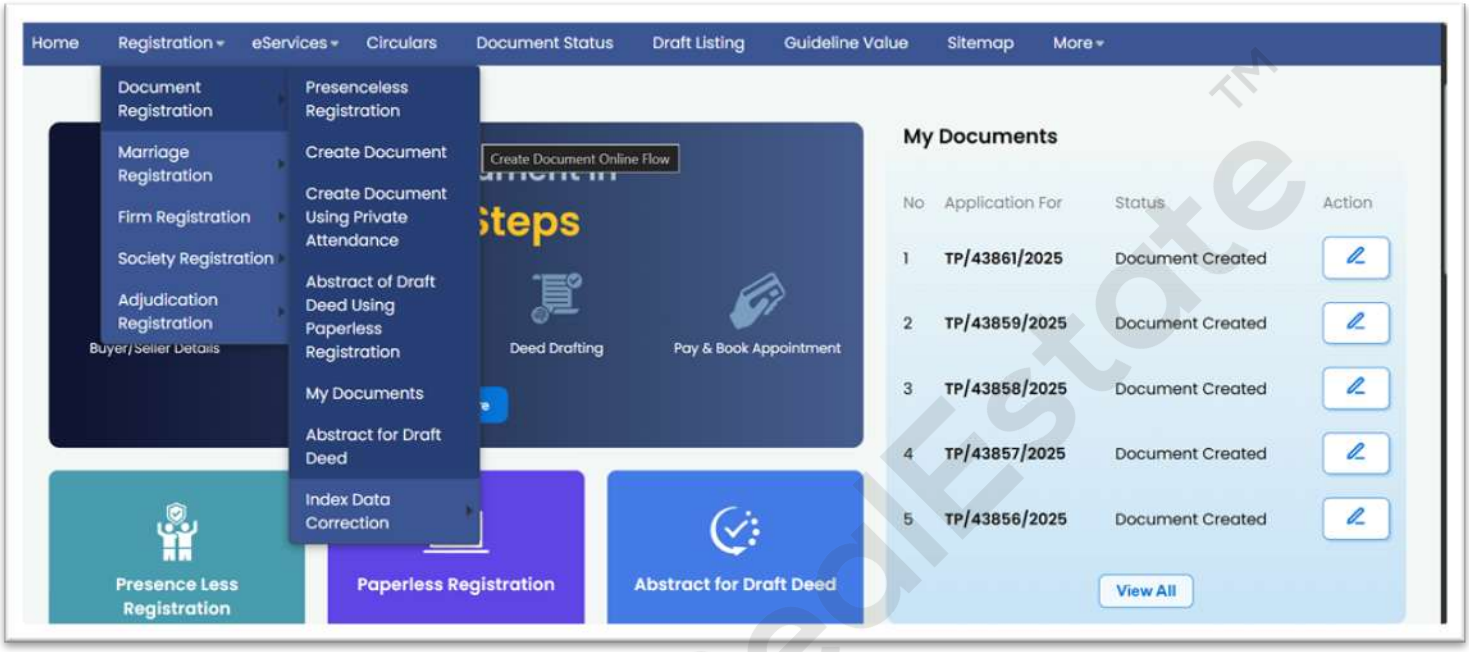
Step 1: Click on Sign in and Enter username, password, and the captcha. Then click Sign in to log on to the application.



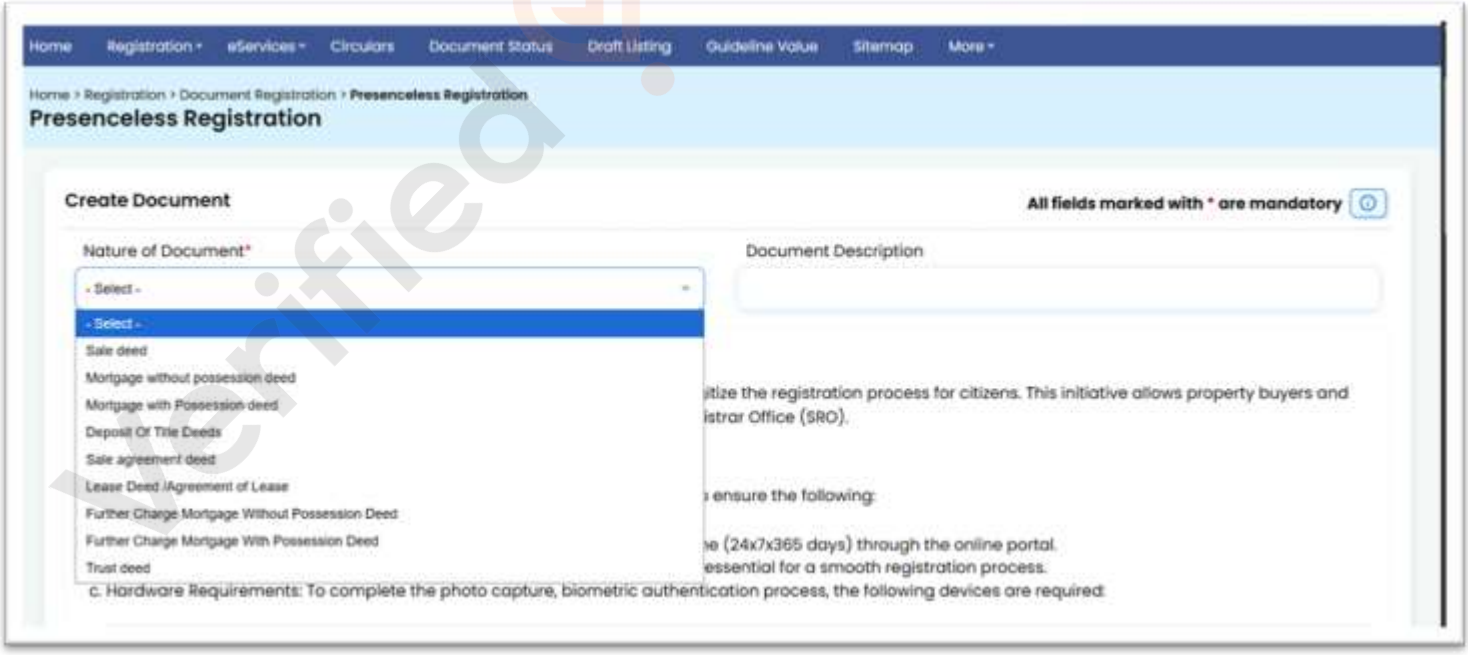
Step 2: Enter username, password ,captcha and click on sign in



Step 3: Registration → Document registration → Presence less Registration.

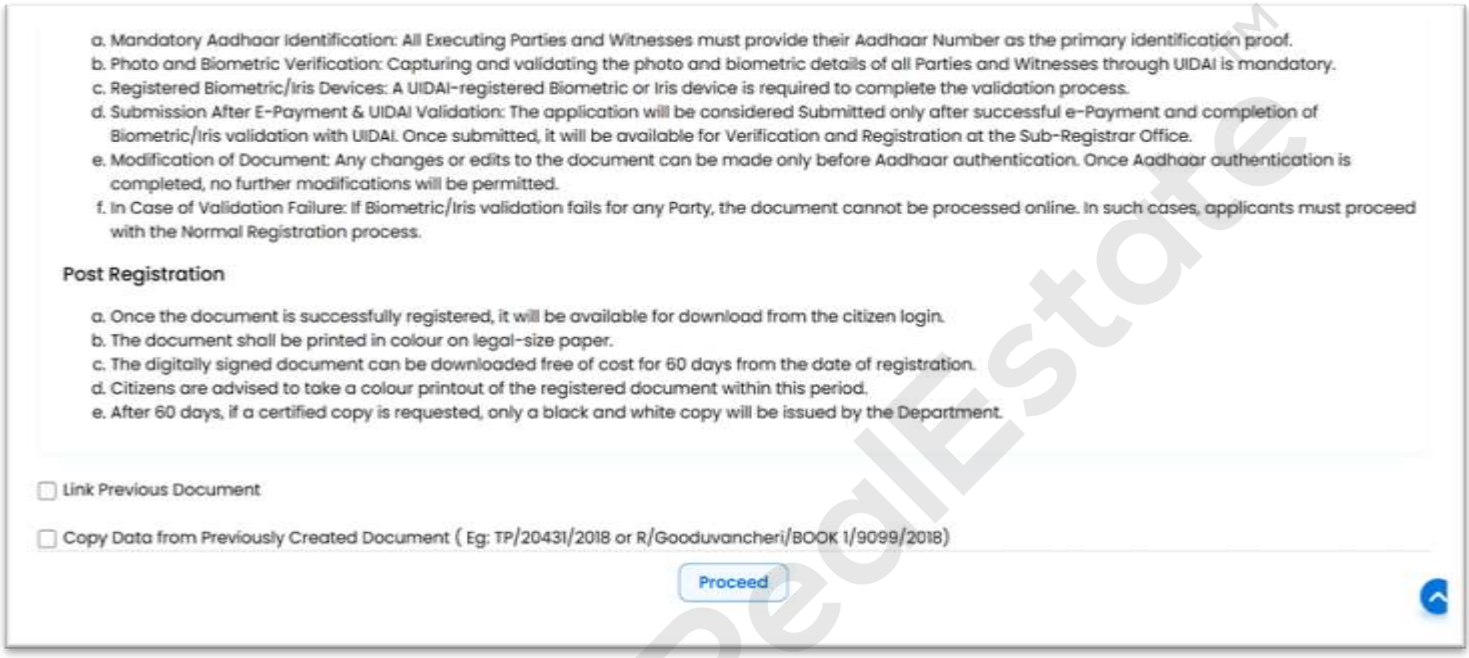


Step 4: Select the Nature of the Document "Sale Deed" from dropdown list. Check the prerequisites for Presence less registration and click on proceed.



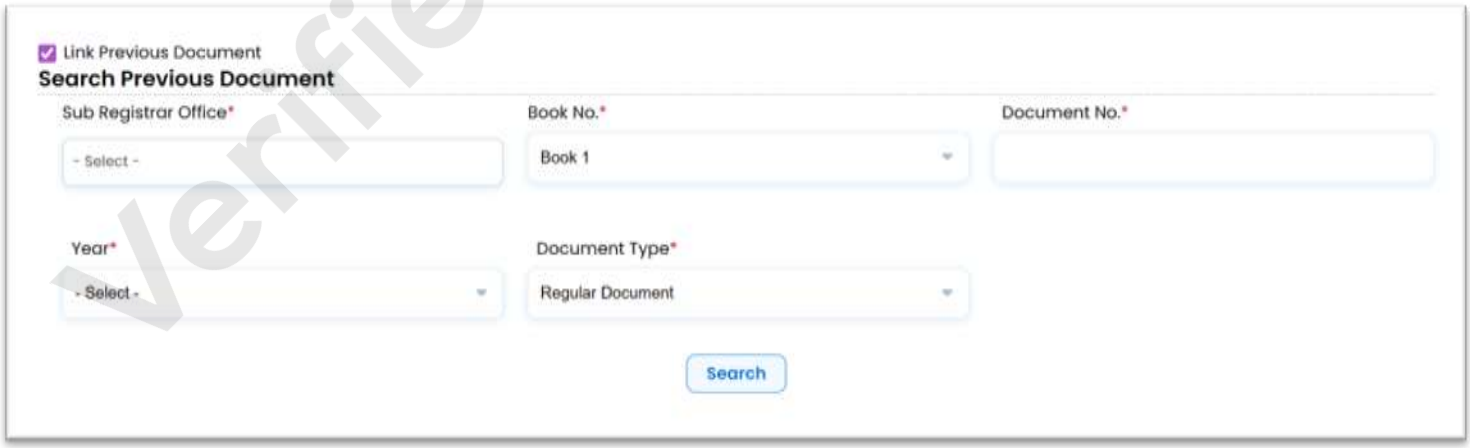
The citizens can proceed with the document by linking the previous document or without linking the previous document.

Step 5: Without linking to the Previous Document: Select the Nature of Deed from drop down and click on proceed. Then, it will move to the party details screen.



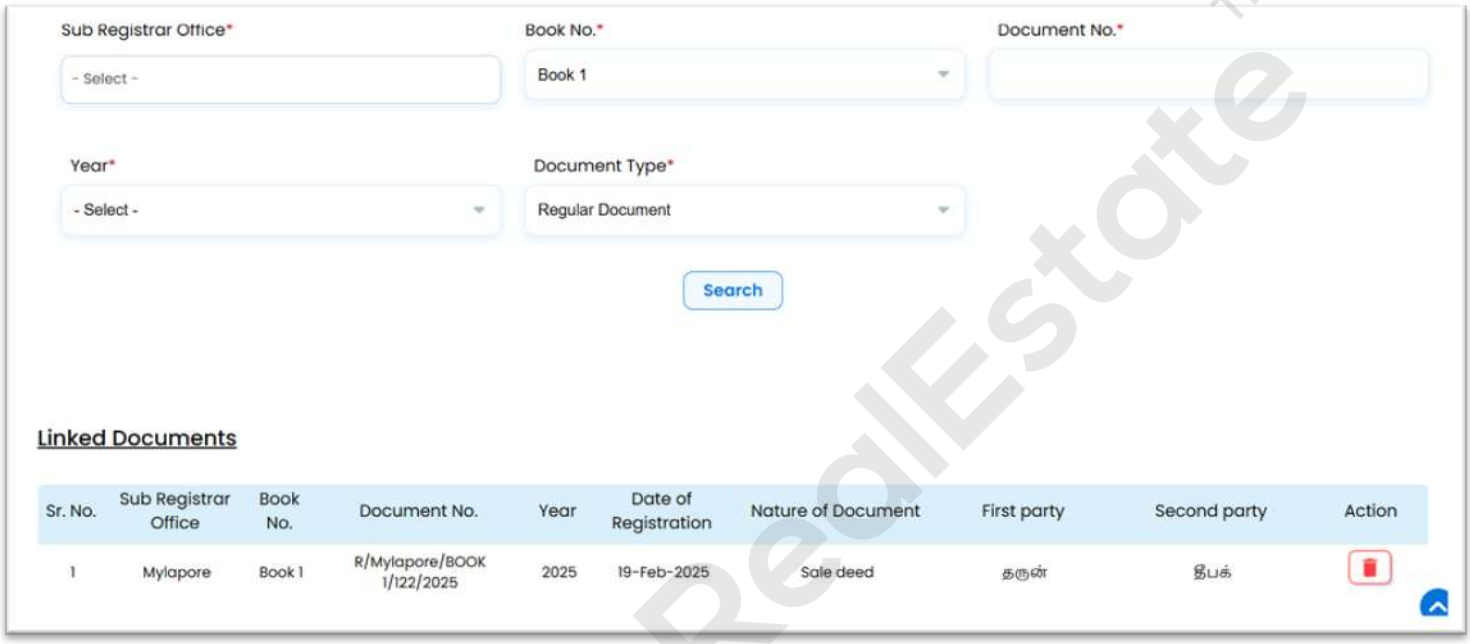
Step 6: If the deed must be linked to a parent document/previous document, then select the check box for Link Previous Document.

Step 7: If the check box is selected, then the following fields will have to be filled to help search and link the document. Select SRO, Book Number and Year of Parent document from drop down lists provided and enter Document Number.

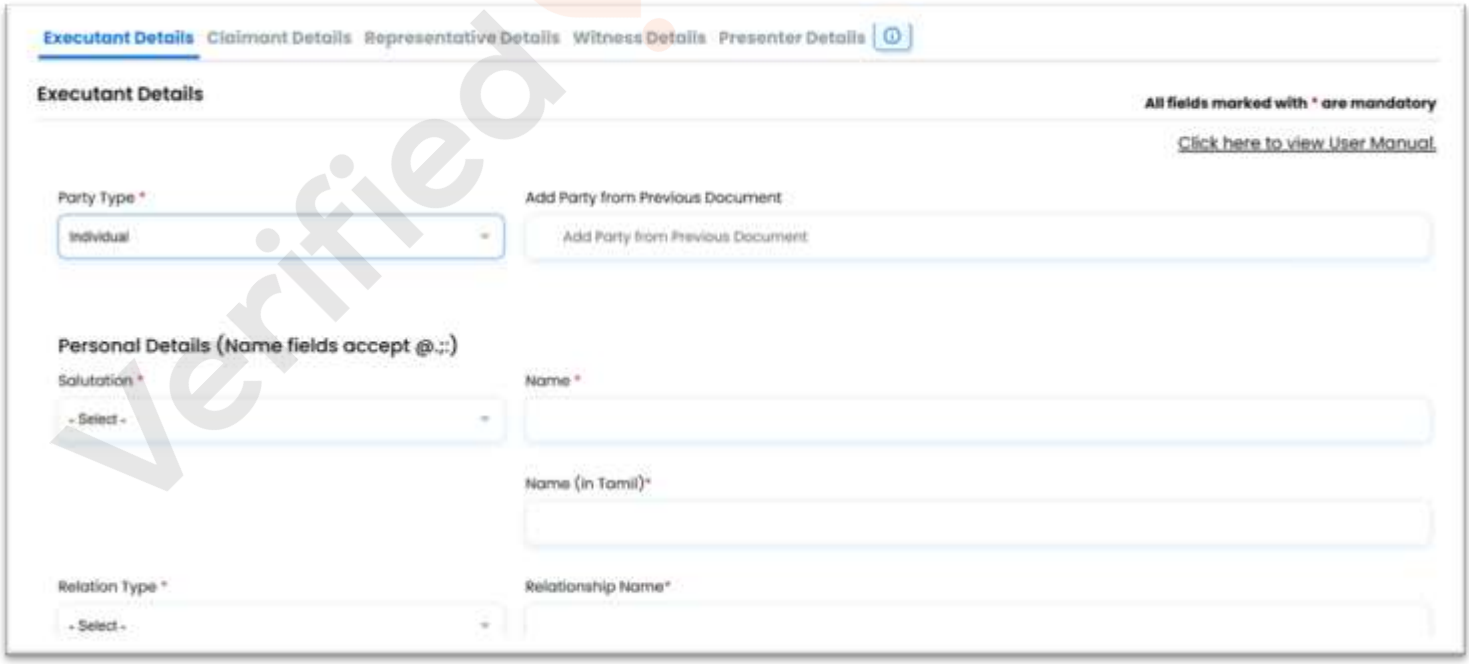


The system validates the document and if it is found in database, details of document linked are populated in the table.

Details from Parent documents such as Party details and Property Details are retrieved by the system and populated. If the document is not available in the system (if the data is not digitized), the user entered details of the previous document will be shown.



Step 8: Enter the party details of the one who sells the property in executant details screen.

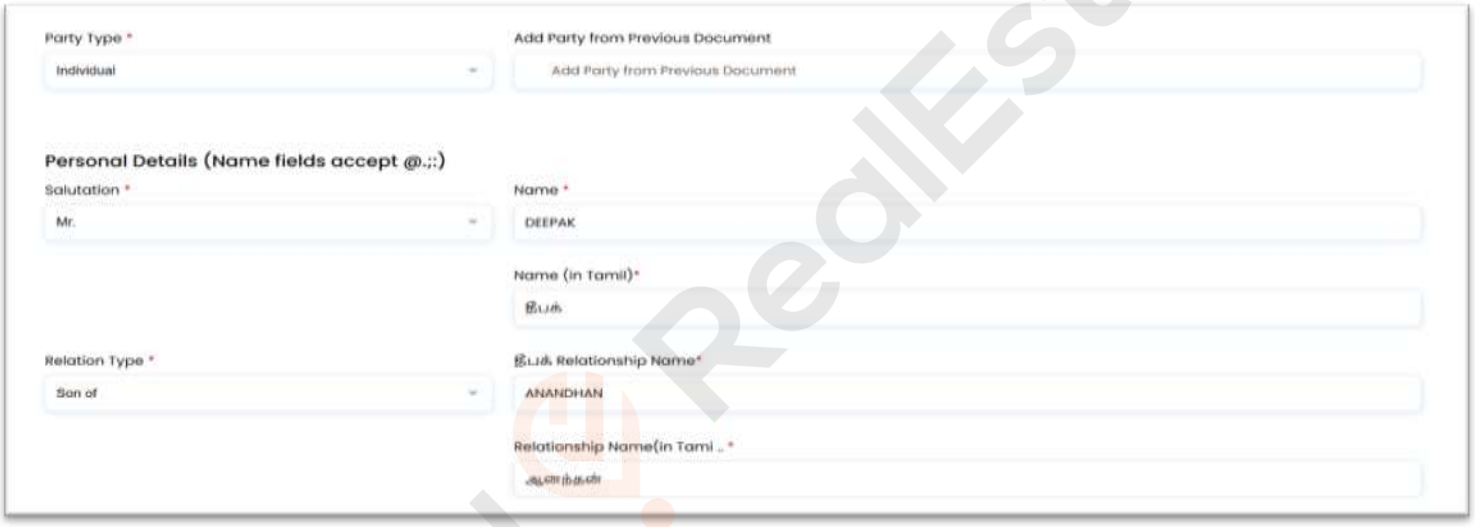


Step 9: Select Party type from the drop-down as Individual, Company/Firm/Trust or Government

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- In case of Individual, enter personal details, address details, and contact details of Executant.
- In case of Company/Firm/Trust, enter details of Company or Firm or Trust (Name and TAN number) address details and contact details.
- In case of Government, enter the name of the government, address details and contact details of Government type party.

Step 10: Citizen can select the party details from previous document, and the details will populate in the party details screen. All the fields get auto filled from the previous document if you choose to add a party from the previous document.



Step 11: In case there is no previous document, party details must be added manually.

Step 12: The Default Identification type will be Uidai-Aadhaar and enter the Identification number.



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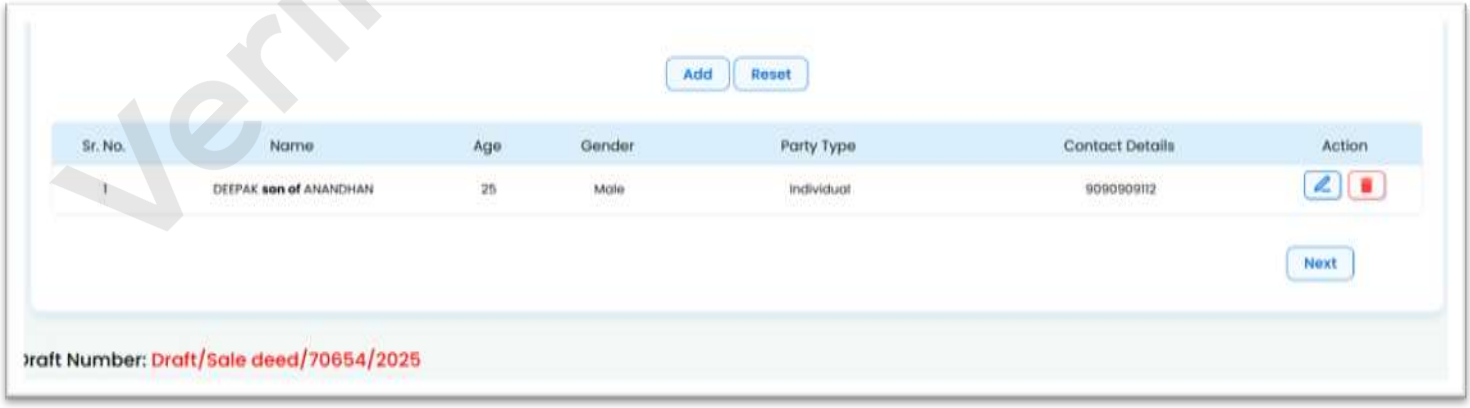


Step 13: Enter the Address details of Executant. Select the country, State, District, Taluk, and Village from the drop down and enter the Door number, Street number, other details, and Pin code.

Step 14: Enter the contact details of the Executant.



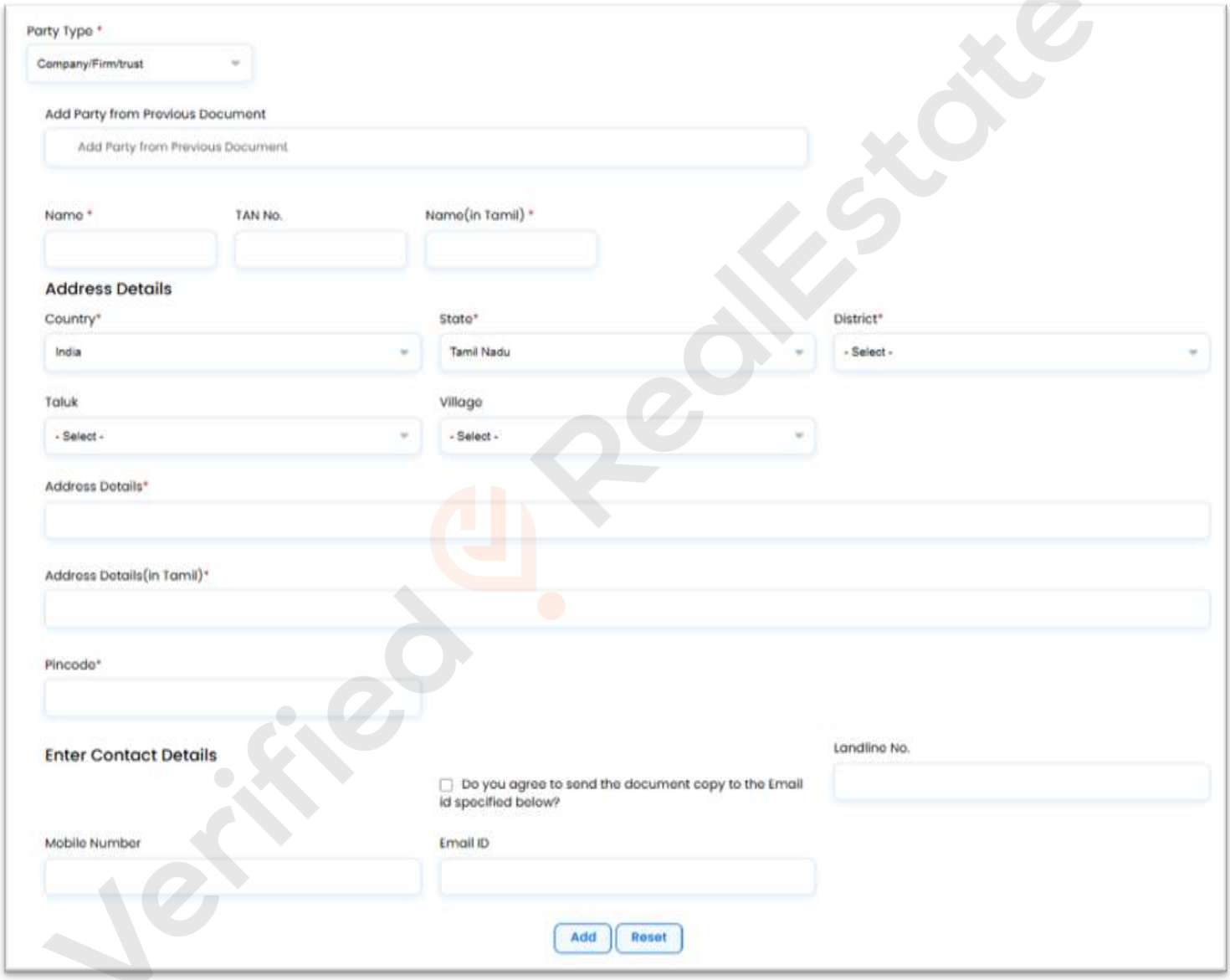
Step 15: On clicking Add, the Executant gets listed in the table. In case there is more than one executant involved in the document, the further person's details can be added in the same way as above.



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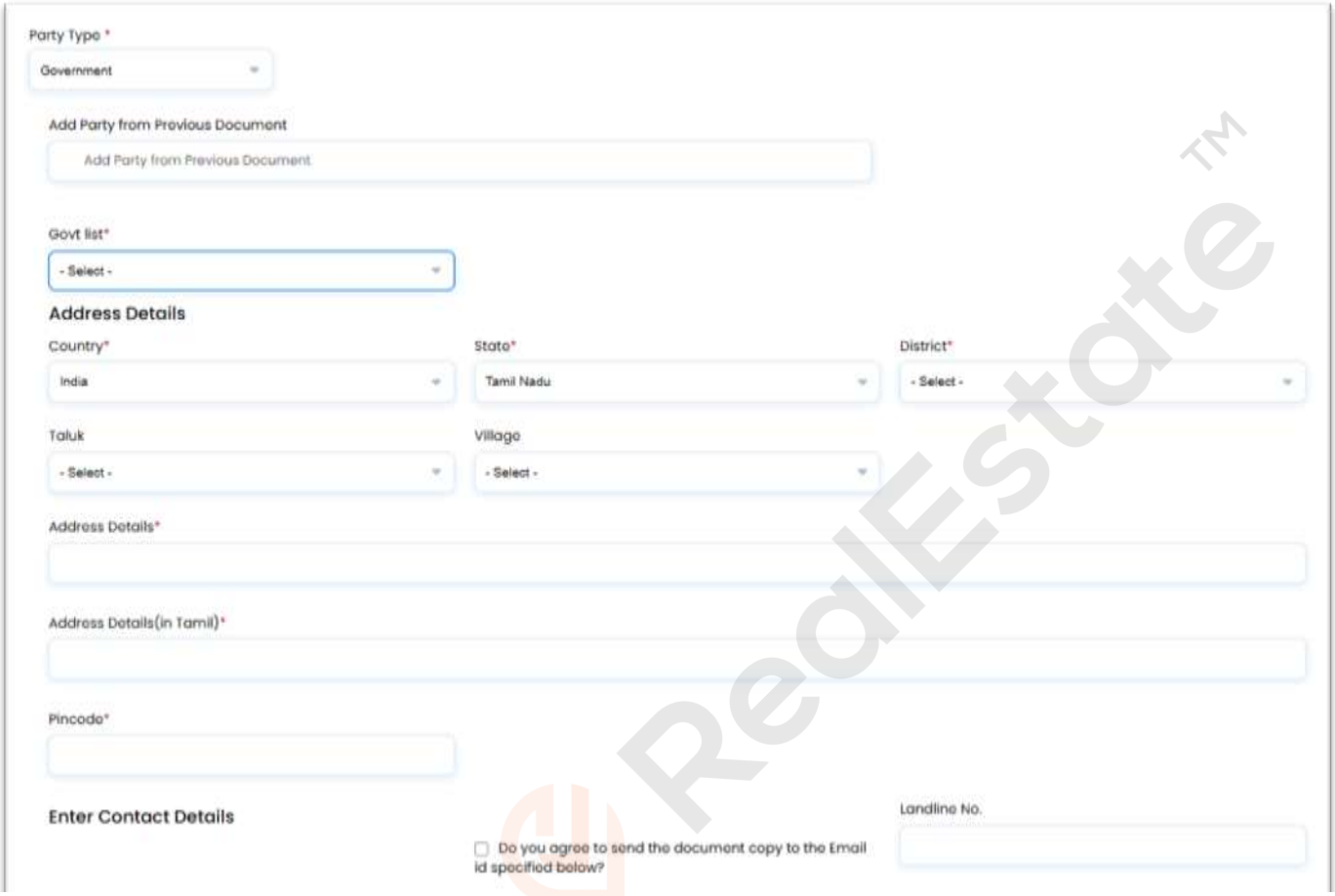
Step 16: Click Save to save a draft of the document. Draft Document number generated is applicable until the Index is created (will remain the same for all consecutive saves).

Step 17: When the "Company/Firm/Trust" option is selected as the party type, the screen below will be displayed.

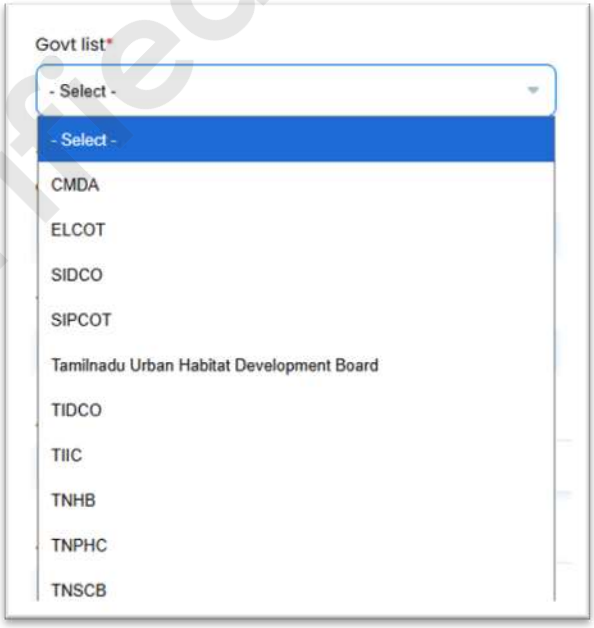


Step 18: Enter the name of Company/Firm/Trust, TAN number, Address details and contact details.

Step 19: If a Party type is a government organization, then select "Government".



Step 20: Select Government name from listed dropdown.

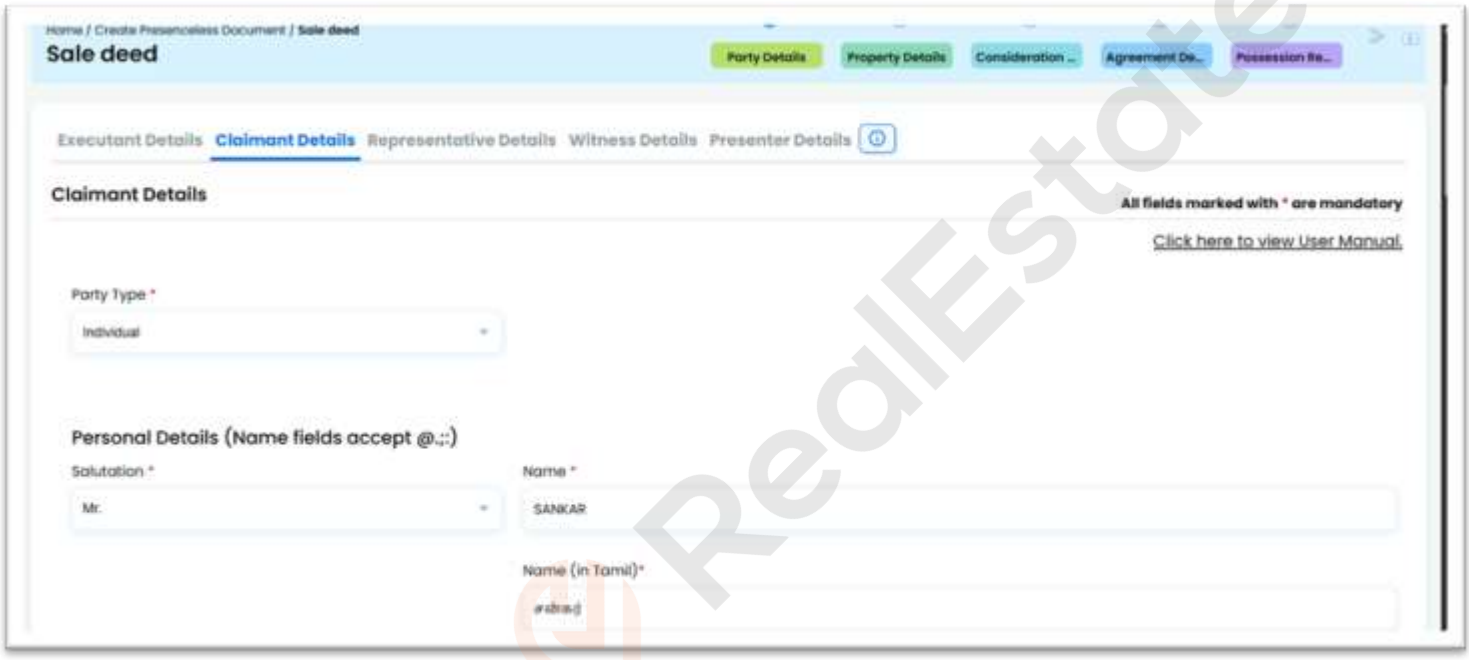


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Step 21: Select the name of Government, Address details, contact details and click on add.

Step 22: Click Next to proceed to the next tab.

Step 23 : 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.

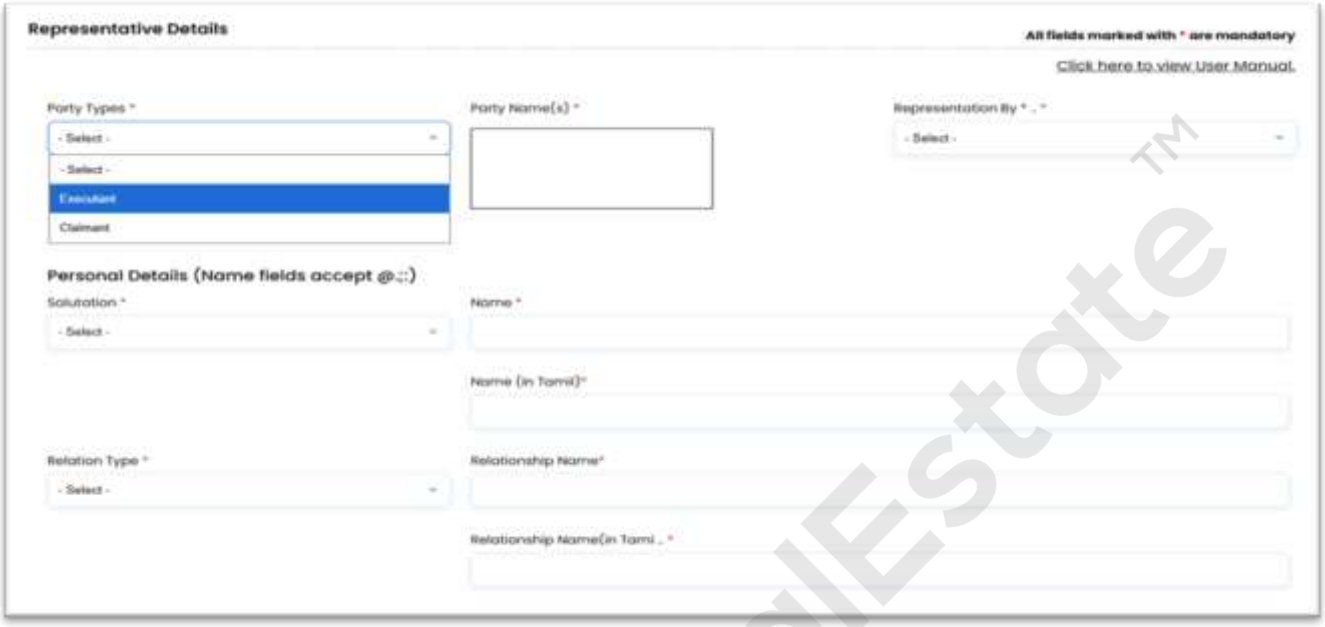


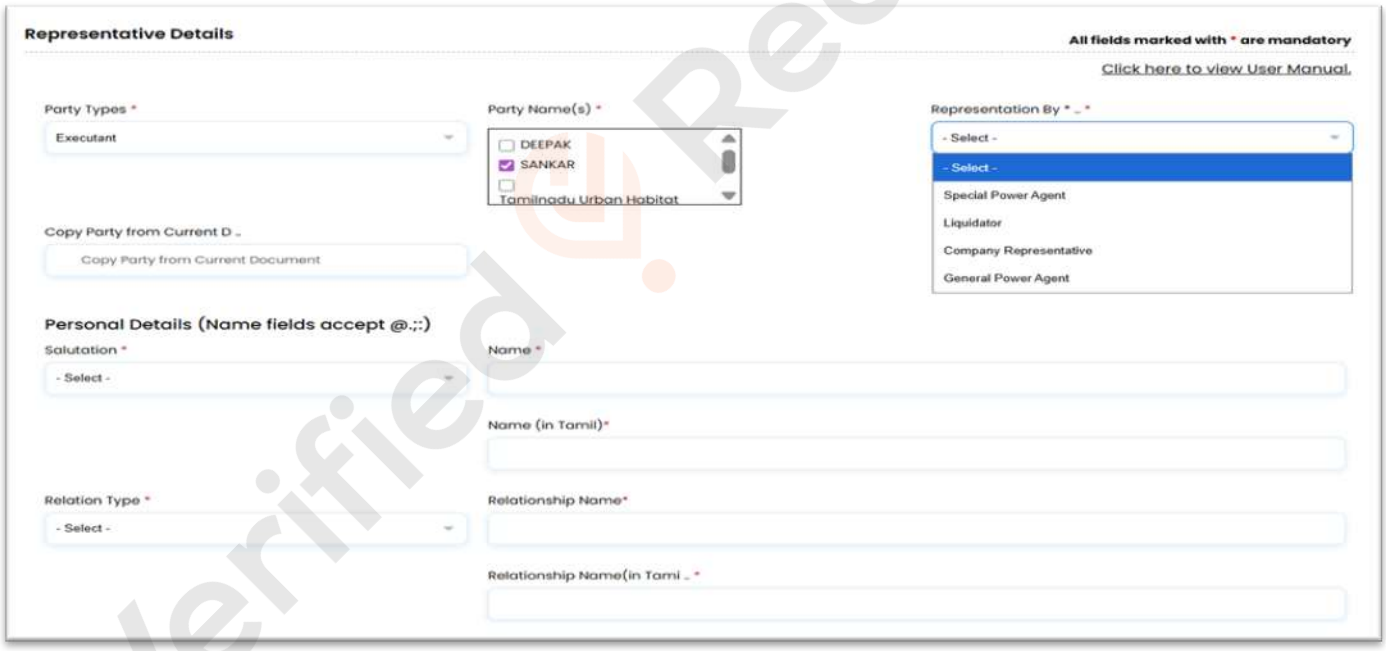
Step 24 : The Representative Details tab screen is displayed. In case, either party is not available for the execution of the document/ if they are minor, they can appoint Representative to proceed with the document registration on their behalf.

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

Step 25: Enter name, relationship name , identification proof, address and contact details of the representative.

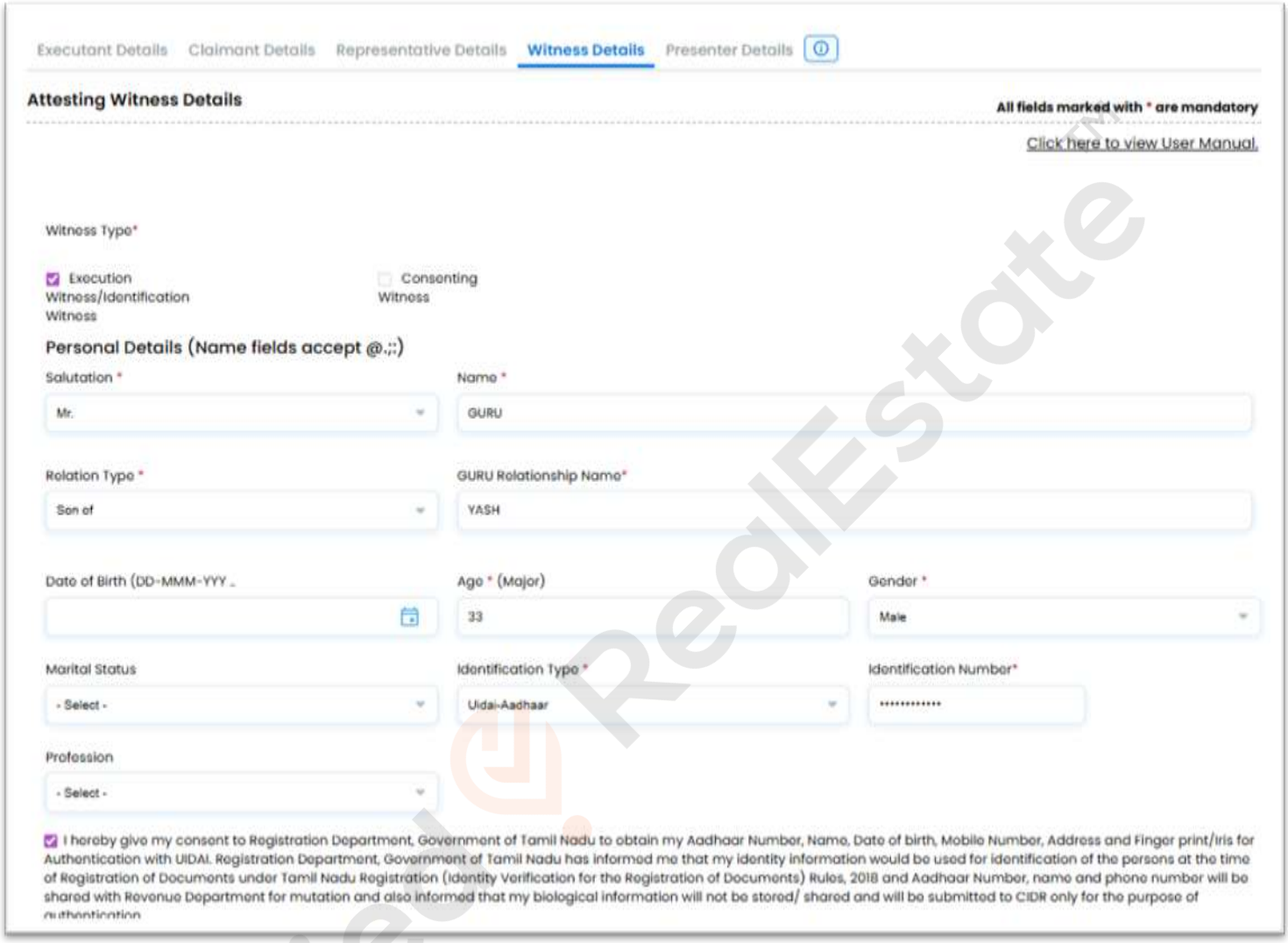
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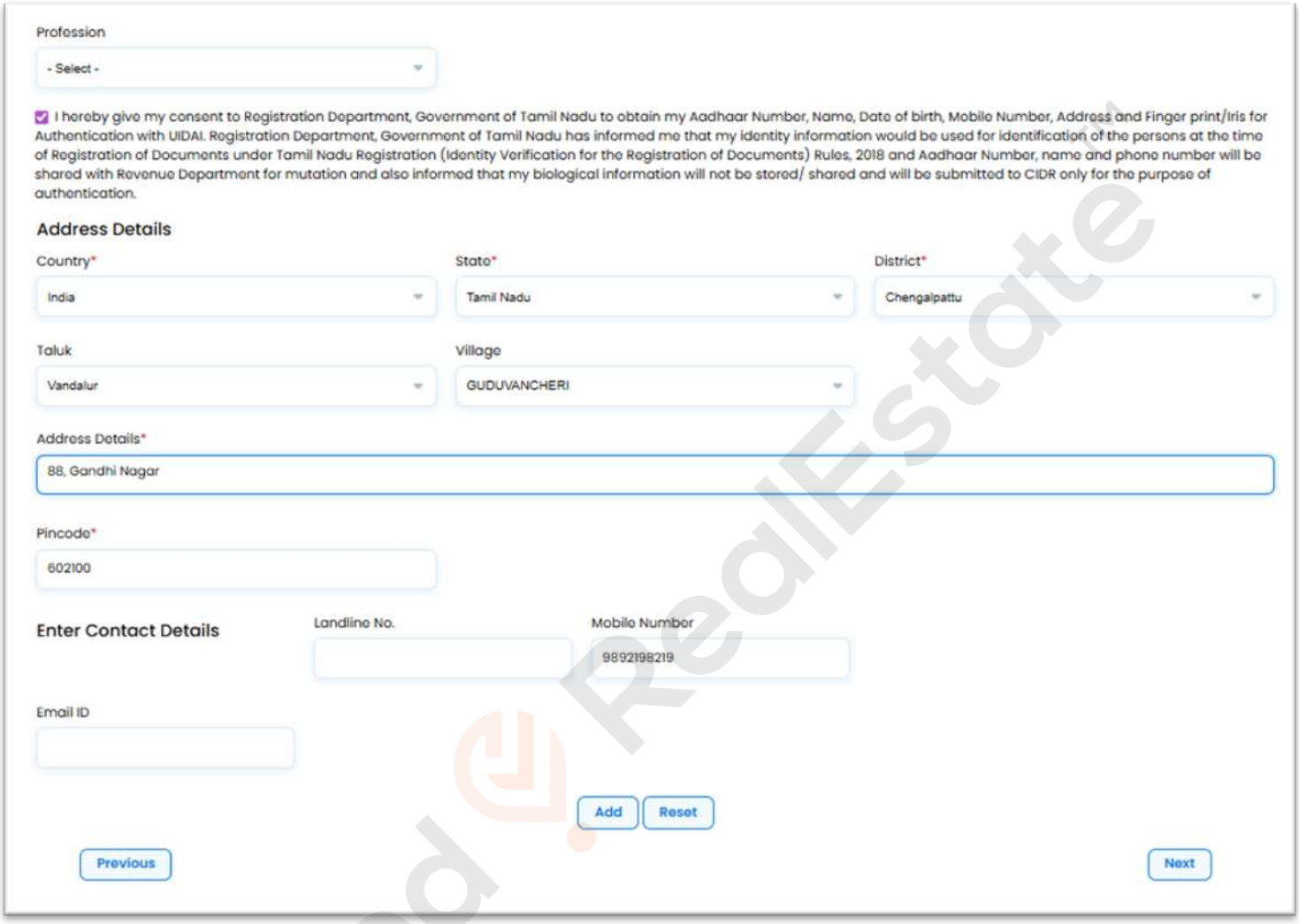


Step 26: Add two execution and identification witness with Aadhaar as Id proof.

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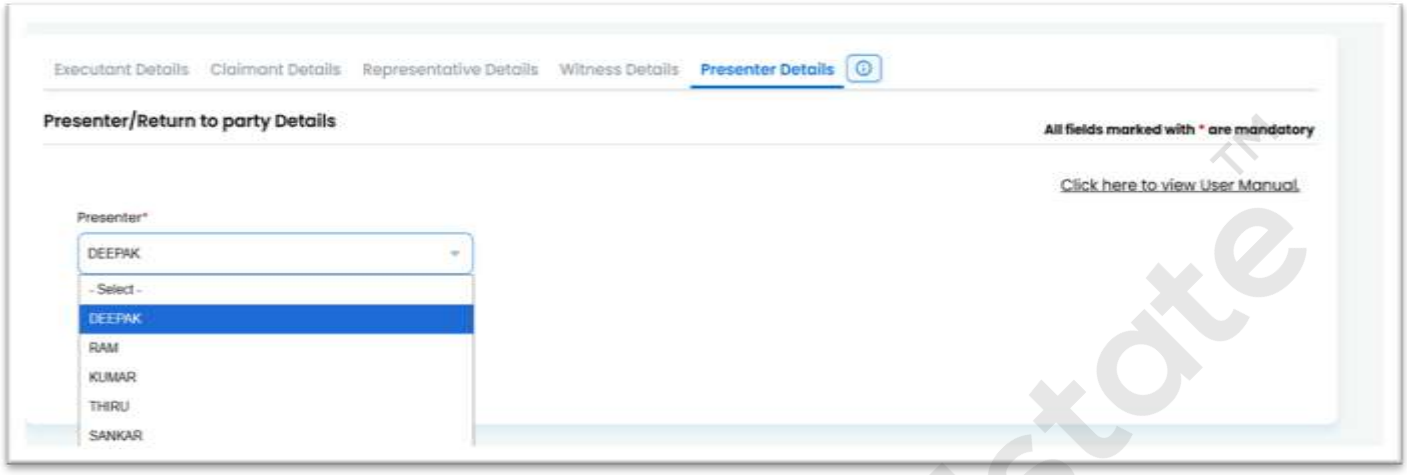
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Step 27: Enter name, relationship name, identification proof, address and contact details of the representative.

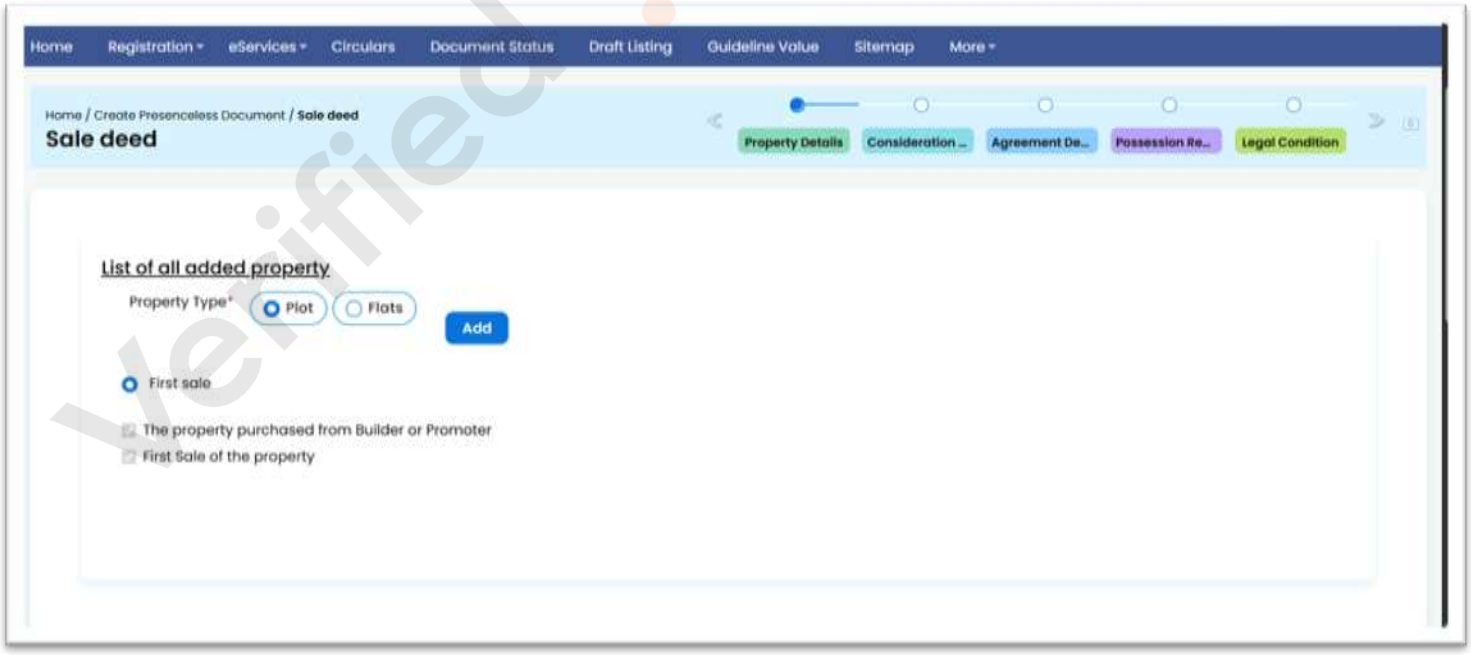
Step 28: Claimant will be selected as Presenter by default. Users can select anyone from dropdown as Presenter.

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Details of the properties involved in the document are captured in this section of the screen.

- If Executant added is Individual or Company/trust/firm party Type, Only Plot/ Flat (First Sale) property alone will be listed in property Type.
- If the Executant has another Party Type added along with Government Party Type, then System will restrict from creating Presence less Registration for Property type other than Plot/ Flat (First Sale).
- If Executant added is Government party Type, the system will allow to create Sale Deed document in Presence-Less registration method for any property type.
- Government exemption is applicable only for government party type as Executant.



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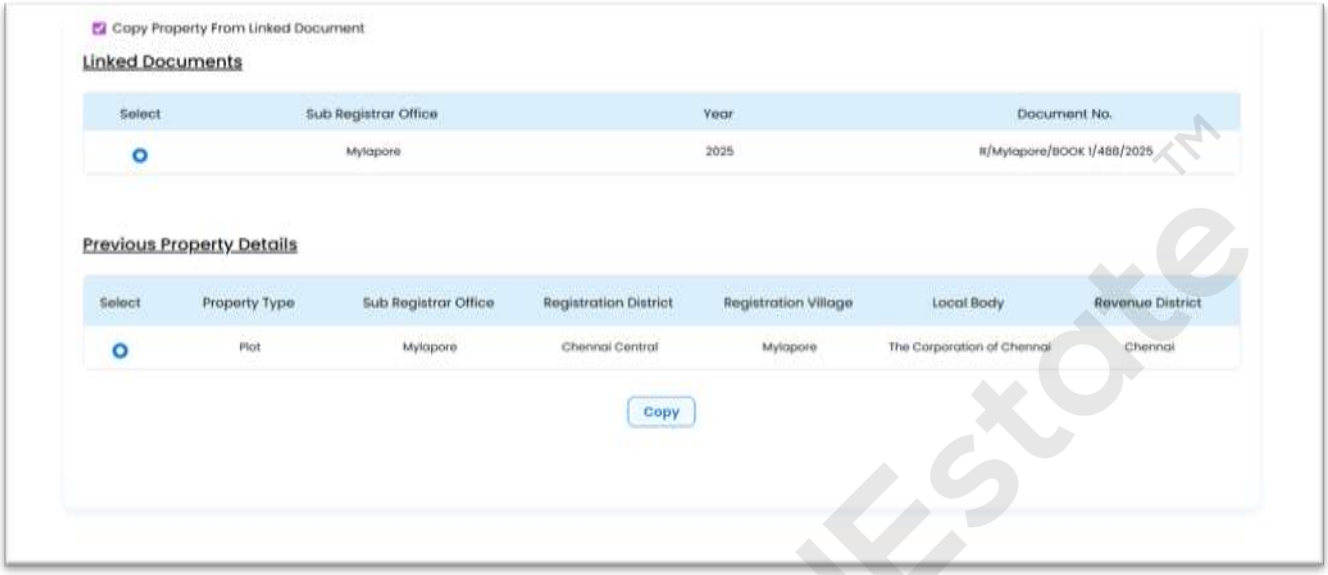


Step 29: After selecting property type, if there is a previous document linked, there will be provision to copy property details from the linked document.

Step 30: Select the check box 'Copy Property from Linked Document'.

Step 31: Then click on 'copy' to copy the details of the property to proceed further.

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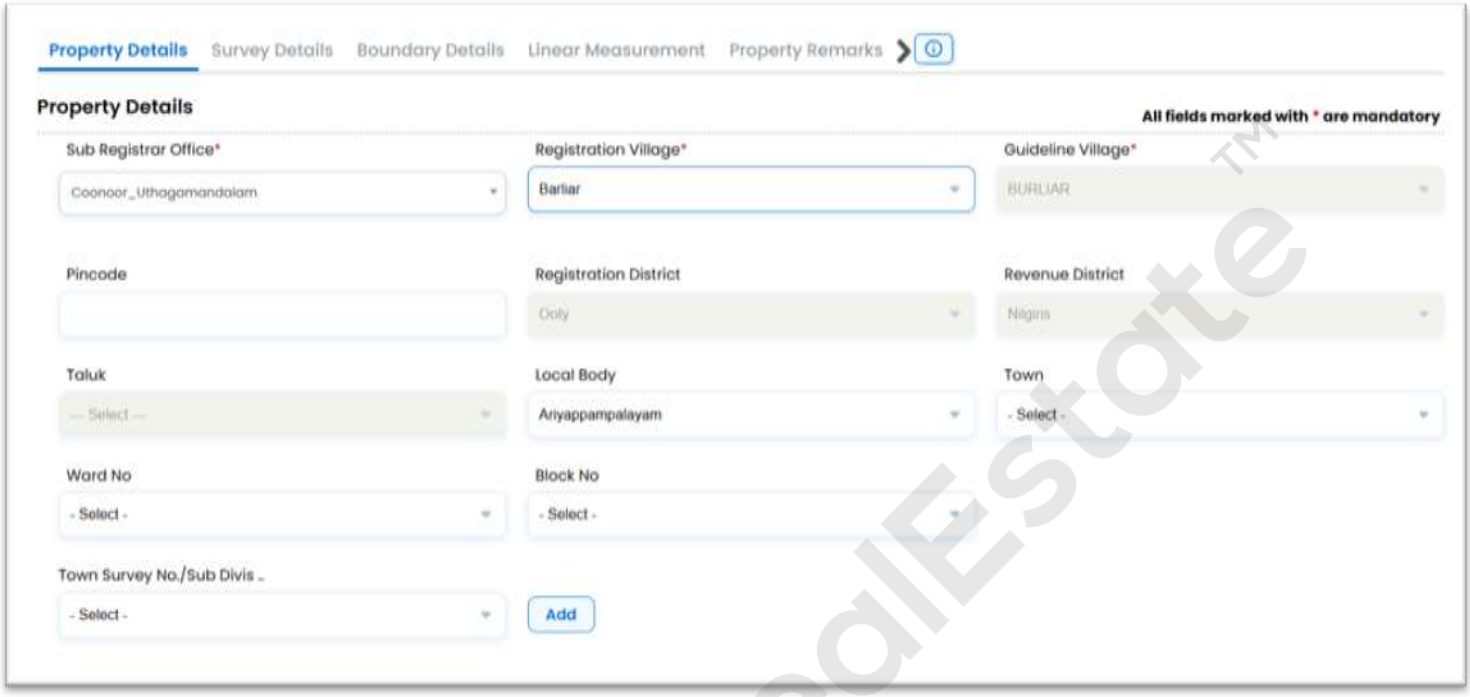


Step 32: if there is no previous document linked, Select the property type from the drop down and click on add the enter the details manually.

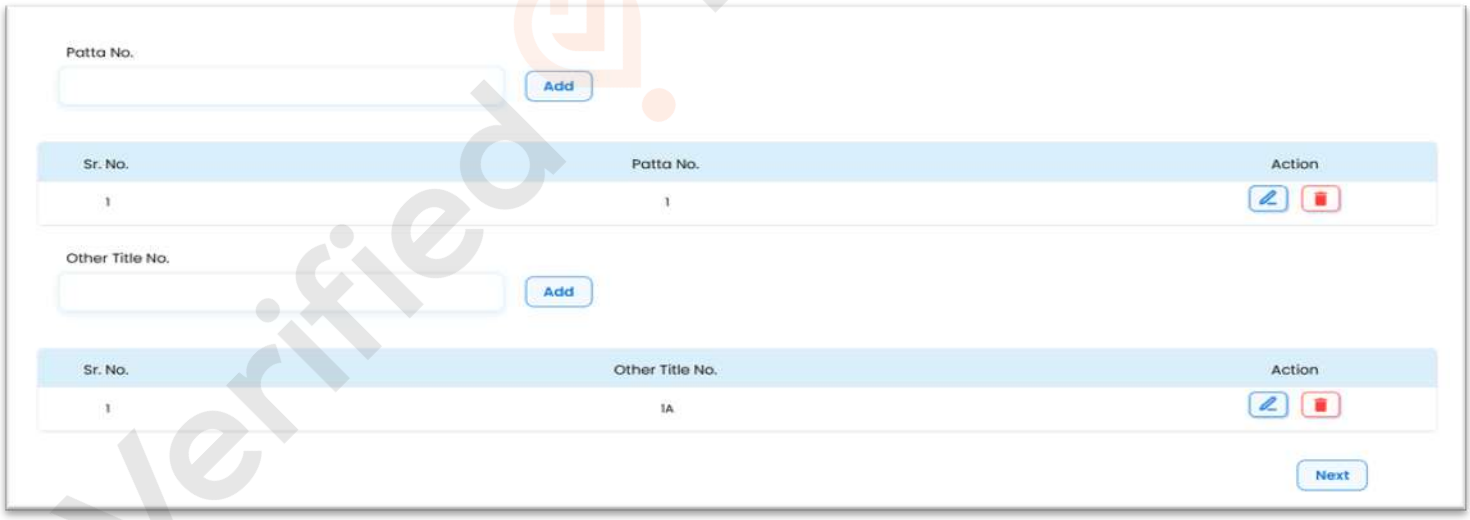


Step 33: In property details, select the sub registrar office, registration village based on the jurisdiction of the property.

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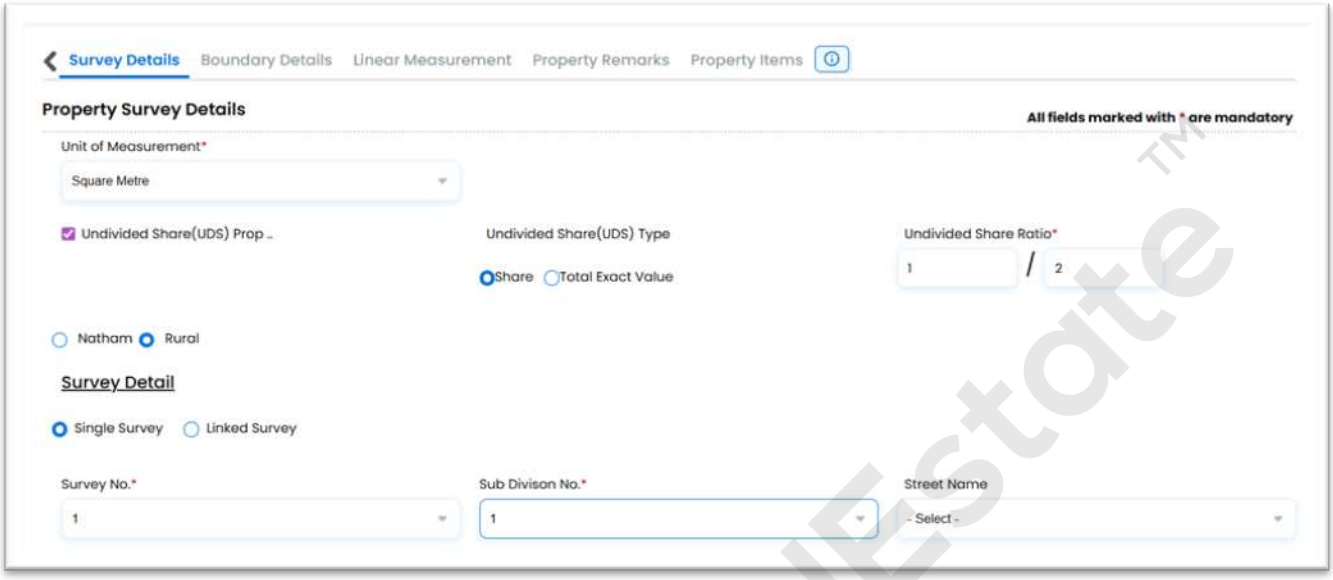


Step 34: Enter Patta Number/ title number and click Add if needed. More than one Patta number/ Other Title Number can be added. Previous Document/ Patta Number/ title number is mandatory.

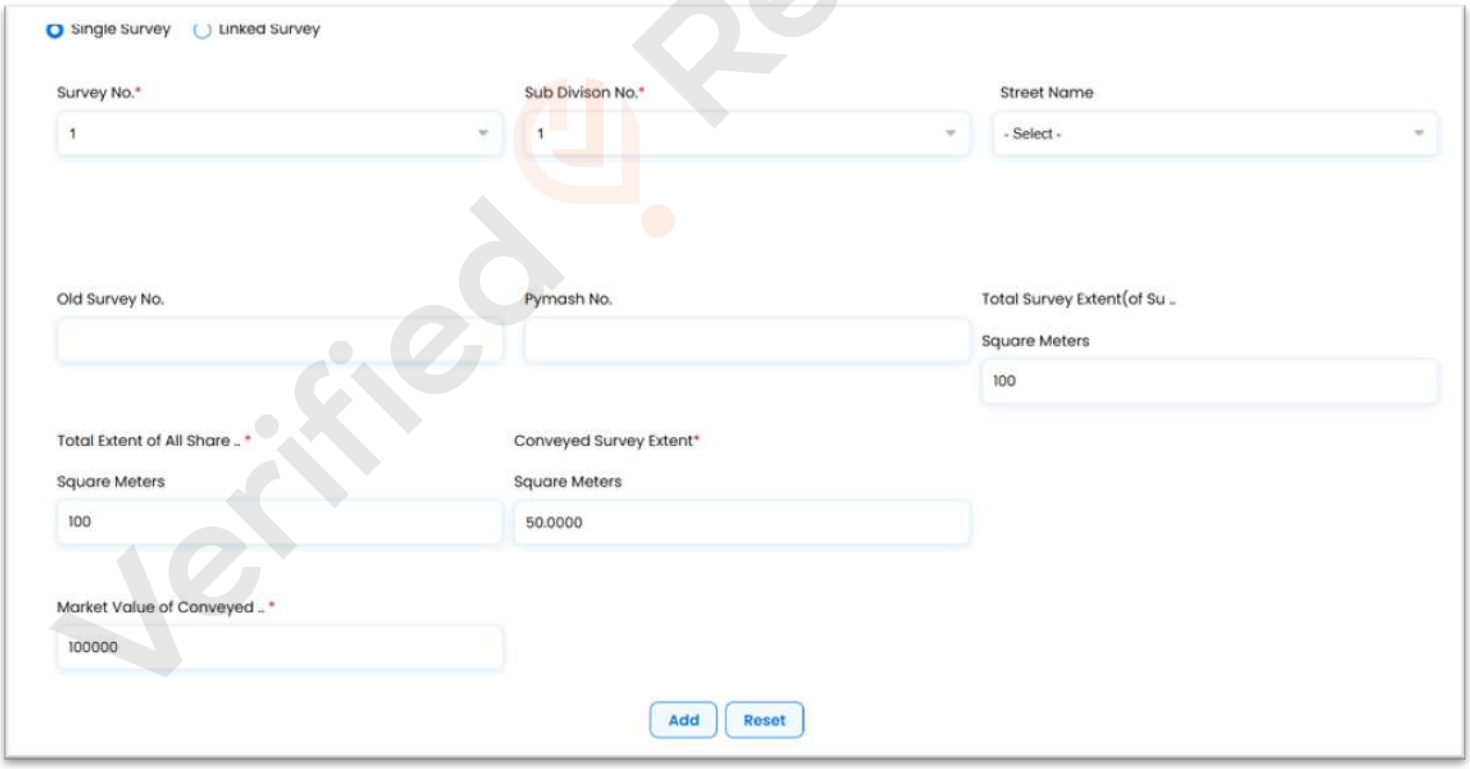


Step 35: In survey details screen select the unit of measurement, whether the property comes under natham or rural button. Based on the selected type, survey numbers will populate. Once survey number is selected based on that subdivision will populate.

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Step 36: Enter total extent , conveyed extent and market value of the conveyed extent. On click of add survey details will be added in a grid.



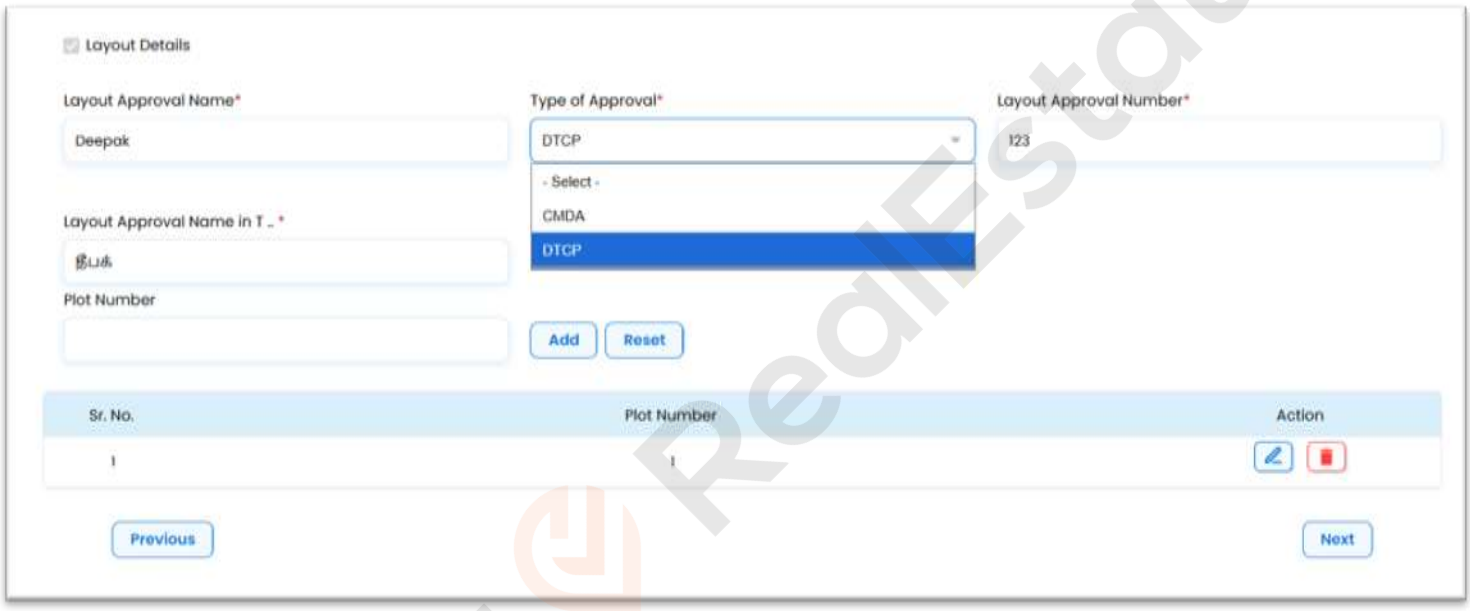
Step 37: On clicking the Add button, Survey Extent details and Market Value are added as shown below.

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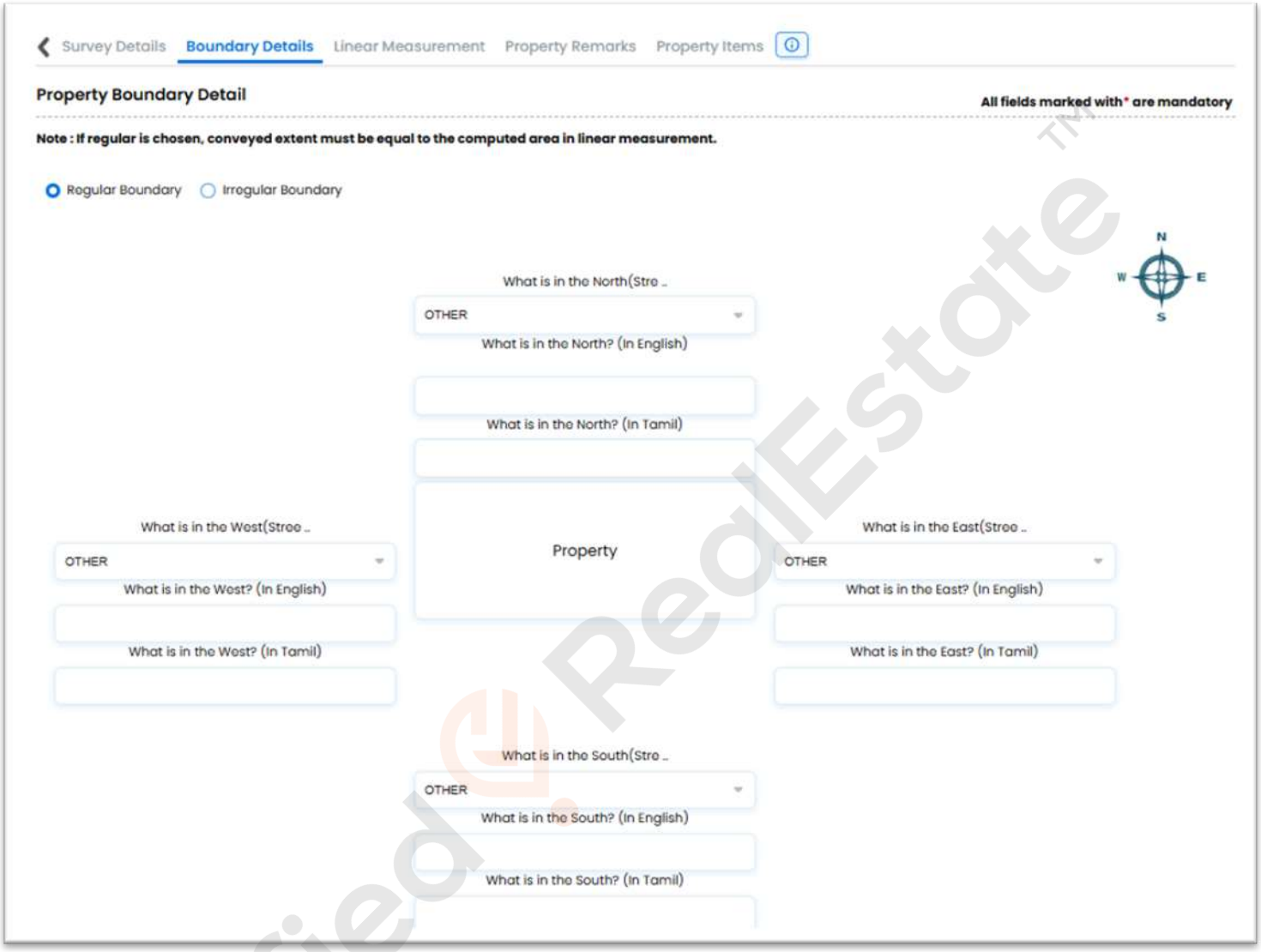
Sr. No.	Survey Type	Survey No.	Total Survey Extent(of Survey No.)	Total Extent of All Shareholder	Conveyed Survey Extent	Market Value of Conveyed Extent (₹)	Action
1	Single Survey	1/1	100 Sq.Mt.	100 Sq.Mt.	50.0000 Sq.Mt.	1,00,000	

Step 38. Enter Layout details and proceed further to fill out the next section of the document.



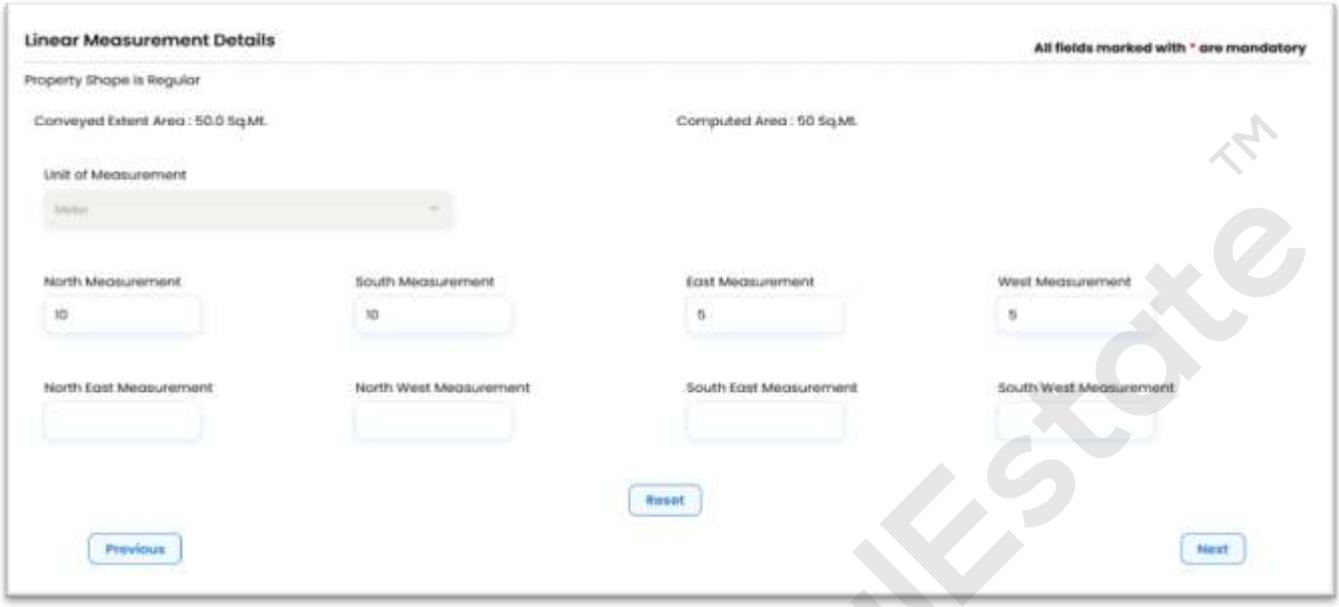
Step 39: Enter the boundary details.

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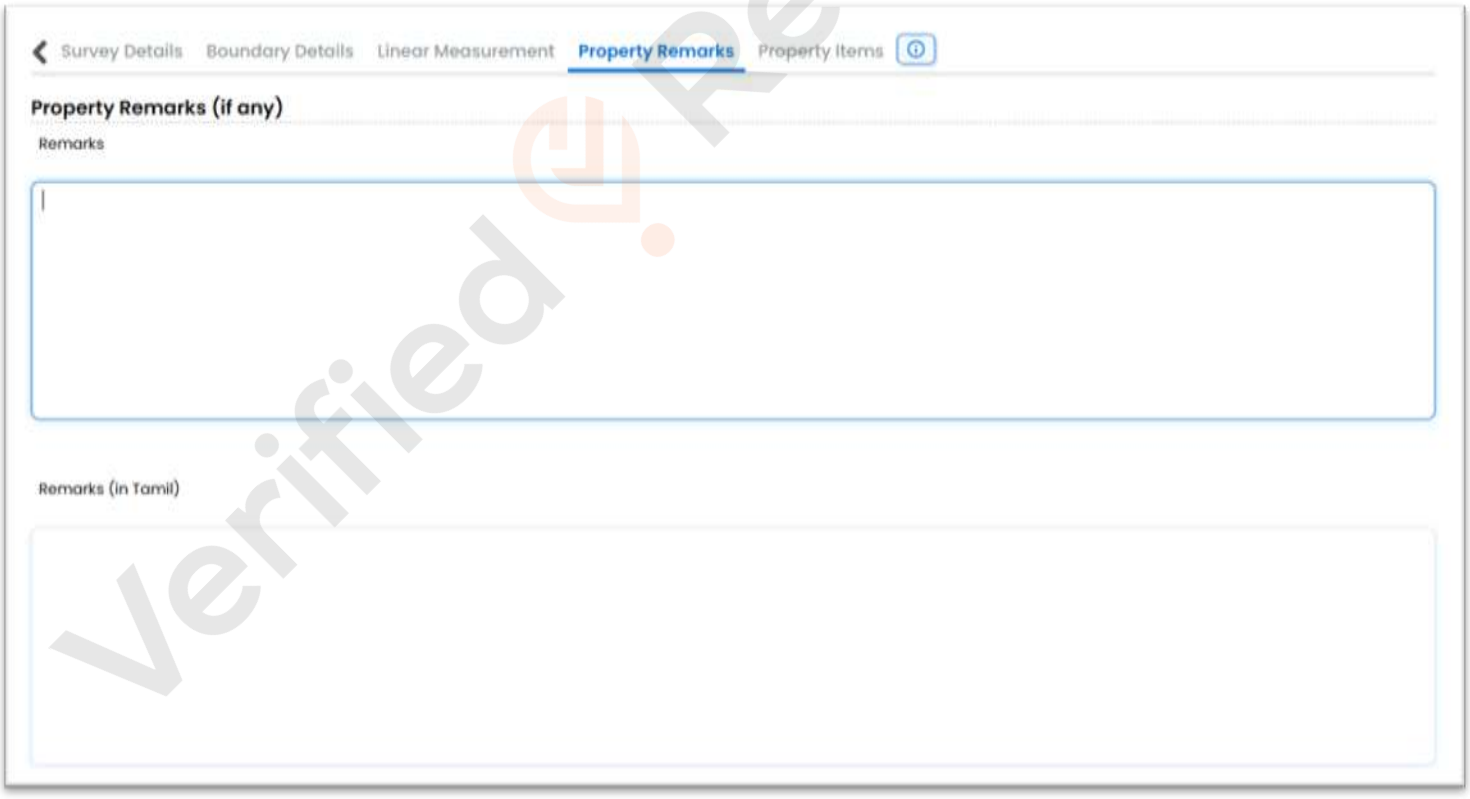


Step 40: Enter linear measurement , property remarks, and property item.

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Step 41: Enter the property remarks.



Step 42: Enter property items.

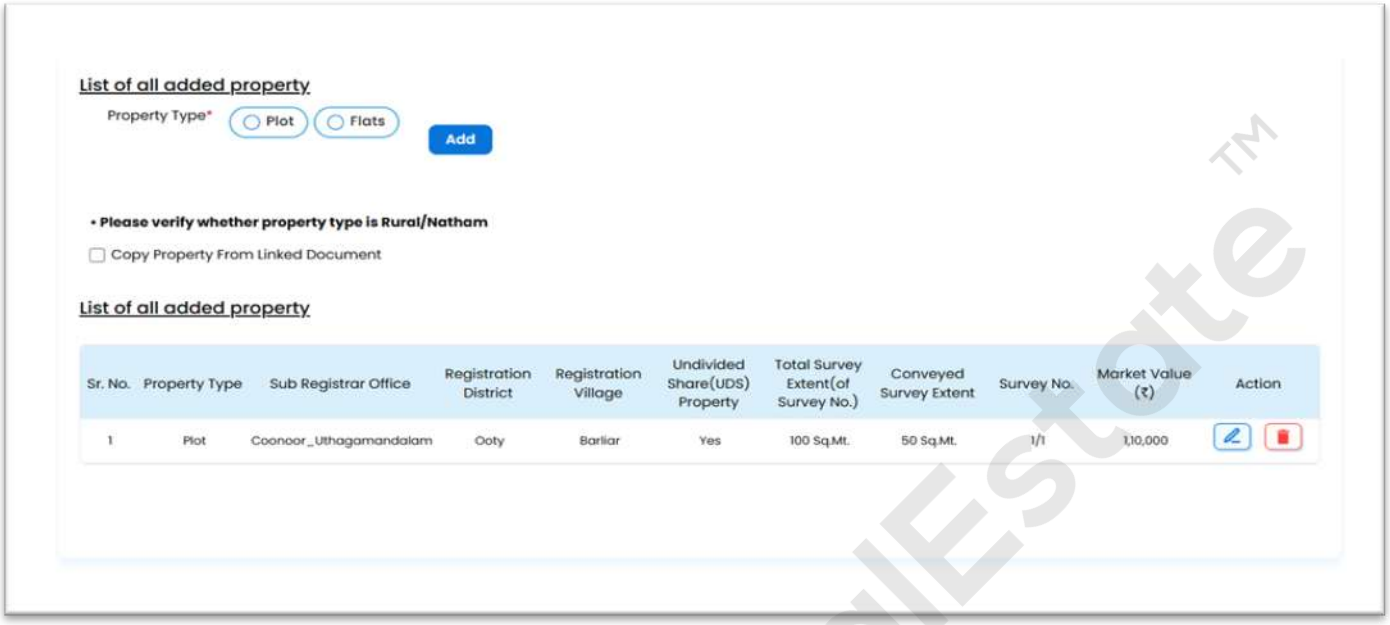
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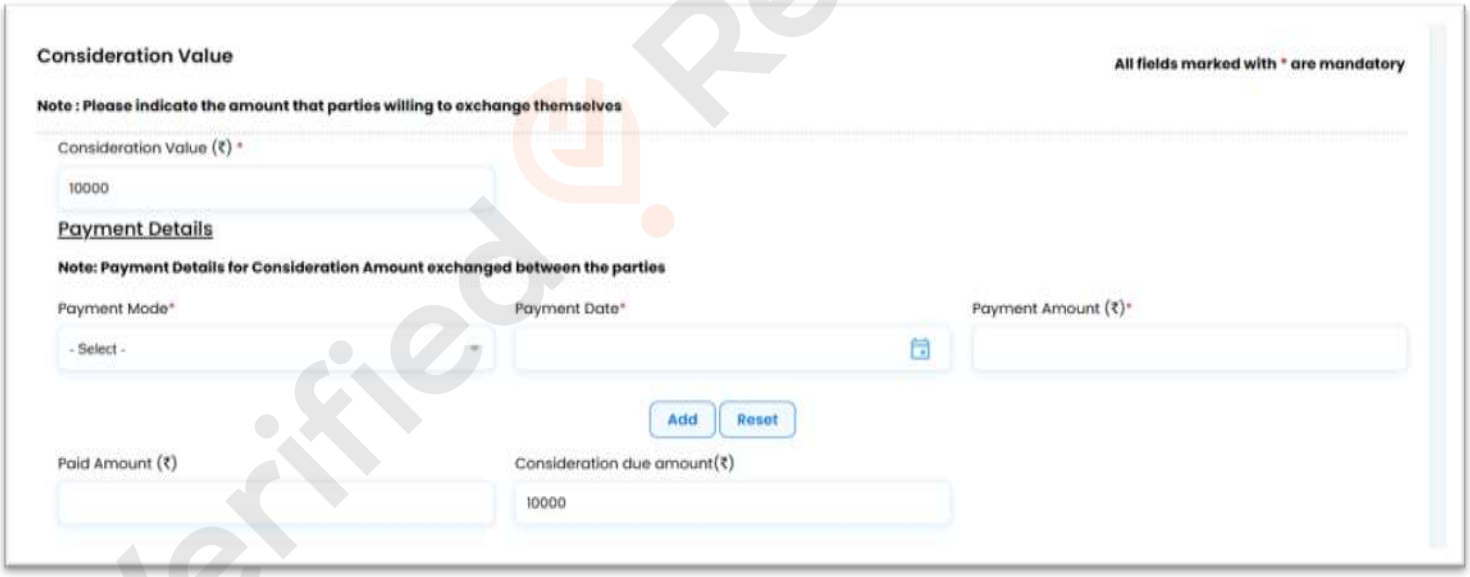


Step 43: Users can add additional properties in the document if needed.

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Step 44: Enter the Consideration value and click on Save and Continue to proceed further.



Step 45: Select the agreement type from dropdown If needed from agreement details screen.

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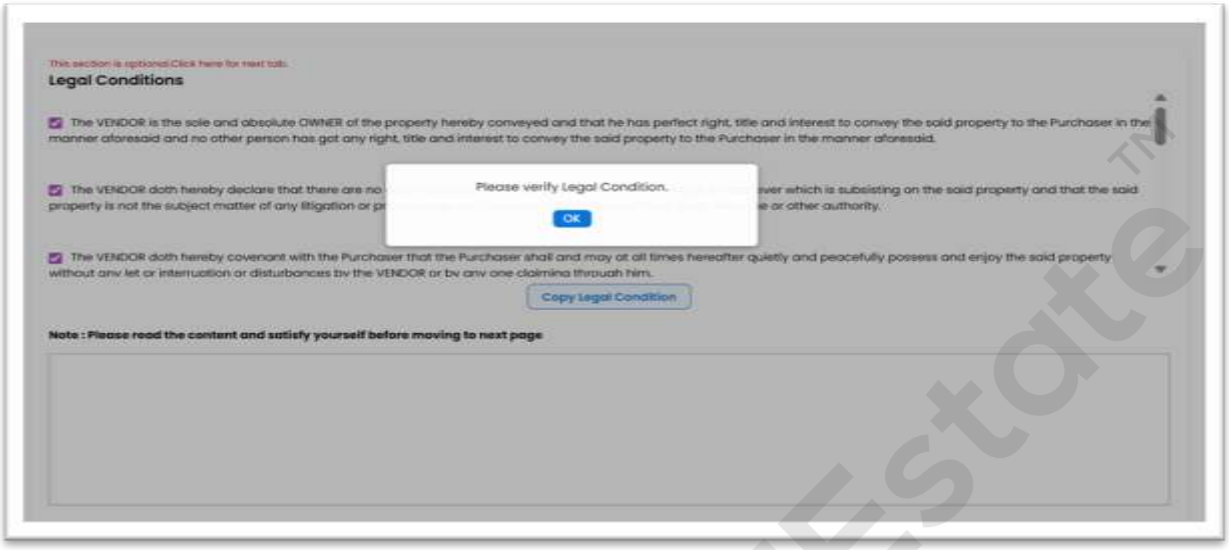


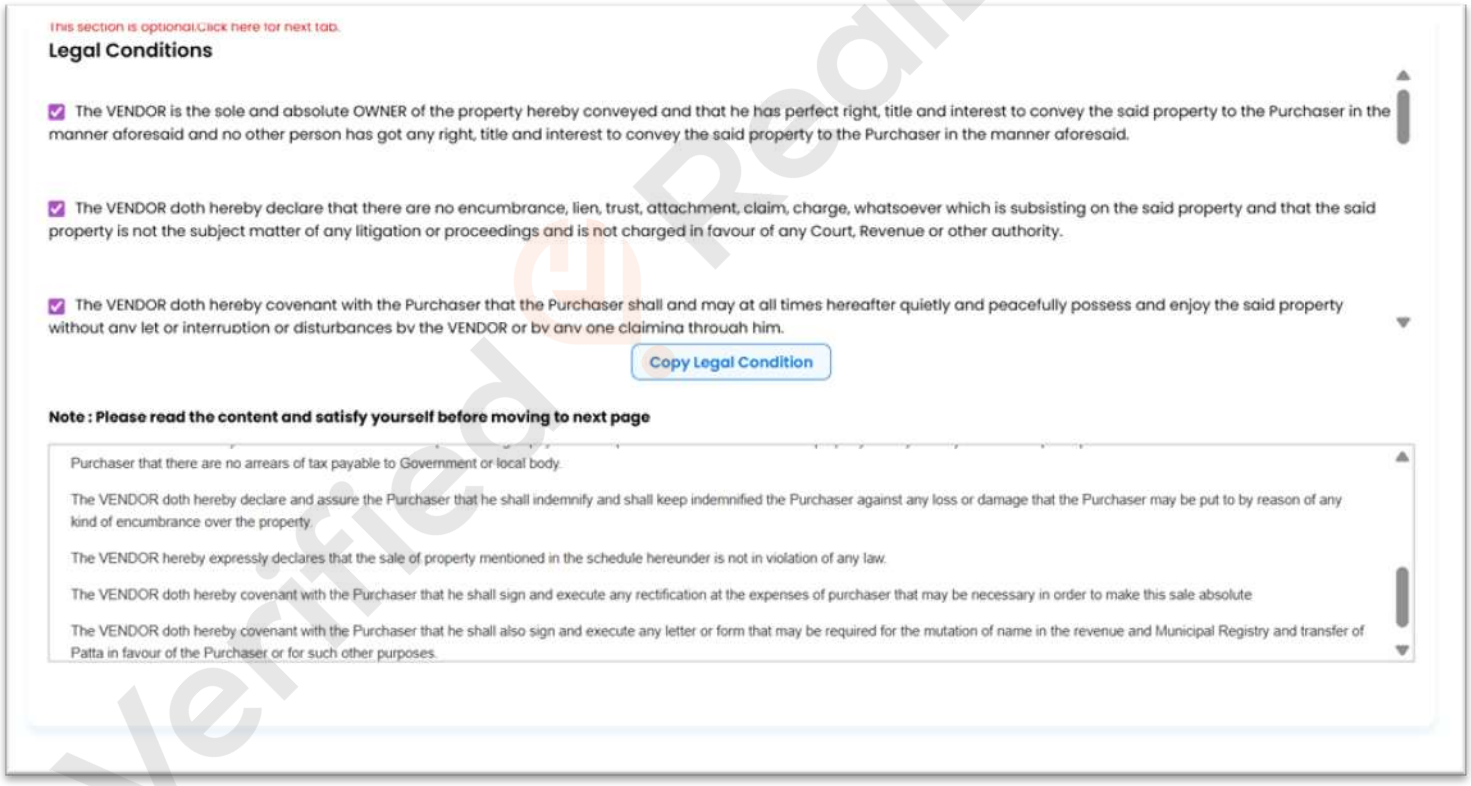
Step 46: The Possession of Property Remarks are prepopulated with predefined content, and the same can be modified in possession remarks screen.



Step 47: Legal condition screens will be loaded with predefined legal condition. Verify the contents, edit/delete/modify the contents given and click on ok.

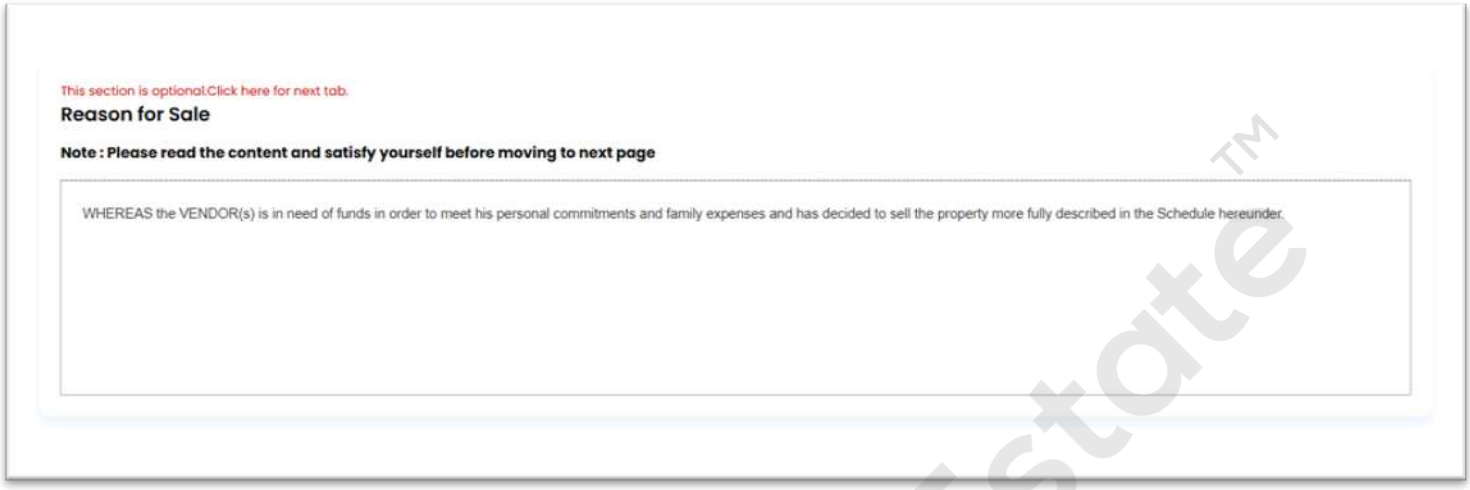
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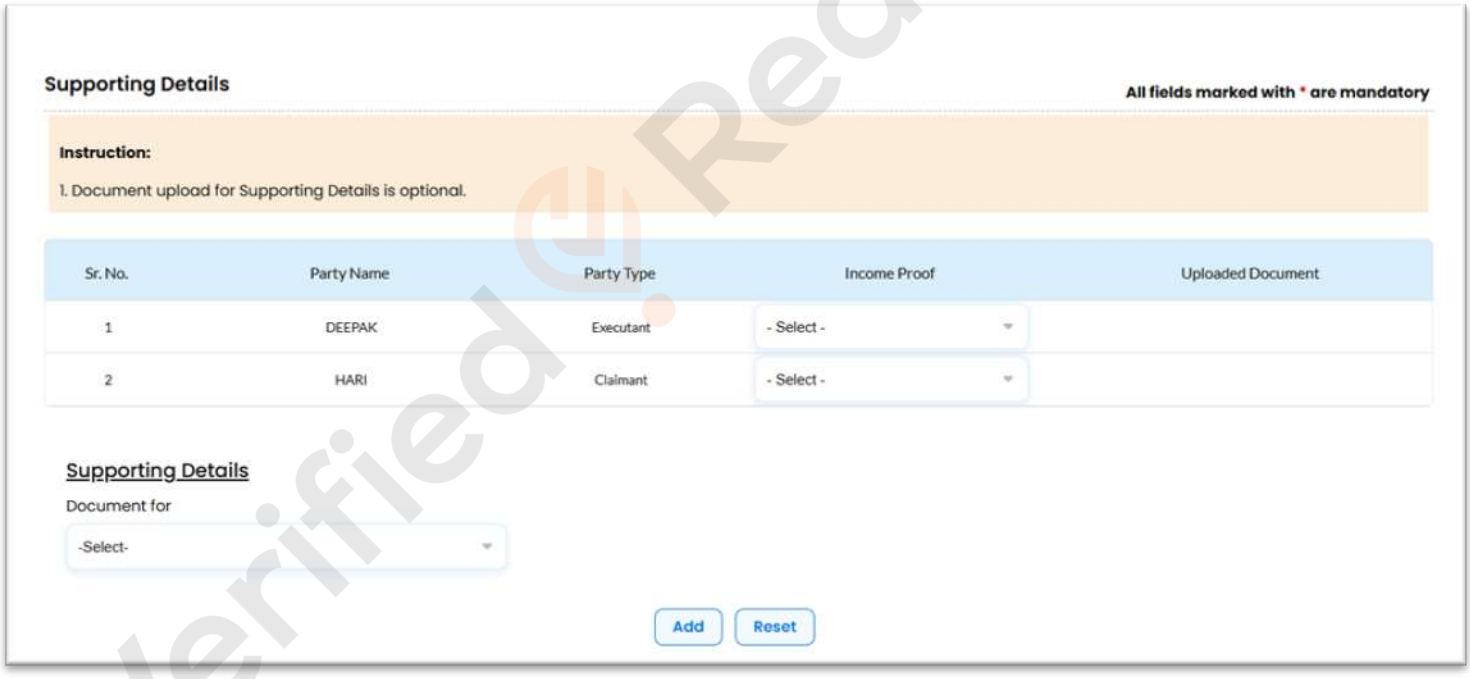


Step 48: The Reason for Sale is prepopulated with predefined content, and the same can be modified.

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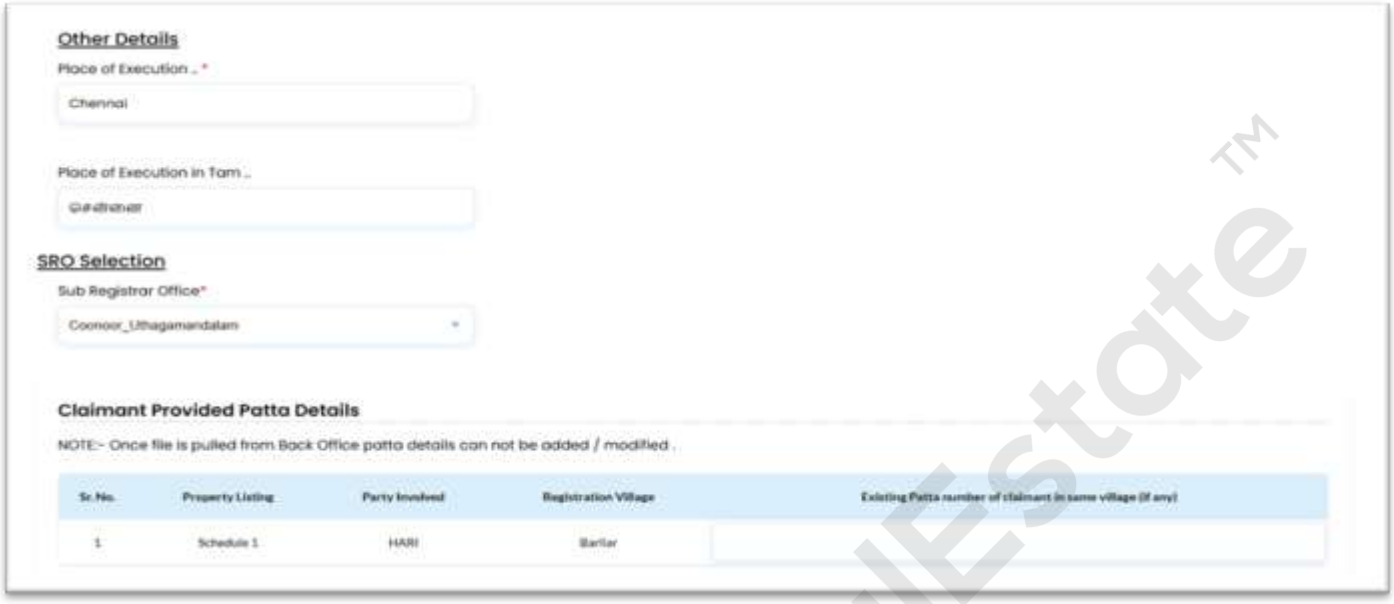


Step 49: In supporting details screen, for property with building add TANGEDCO/METRO water /Property tax details can be added in supporting details screen.

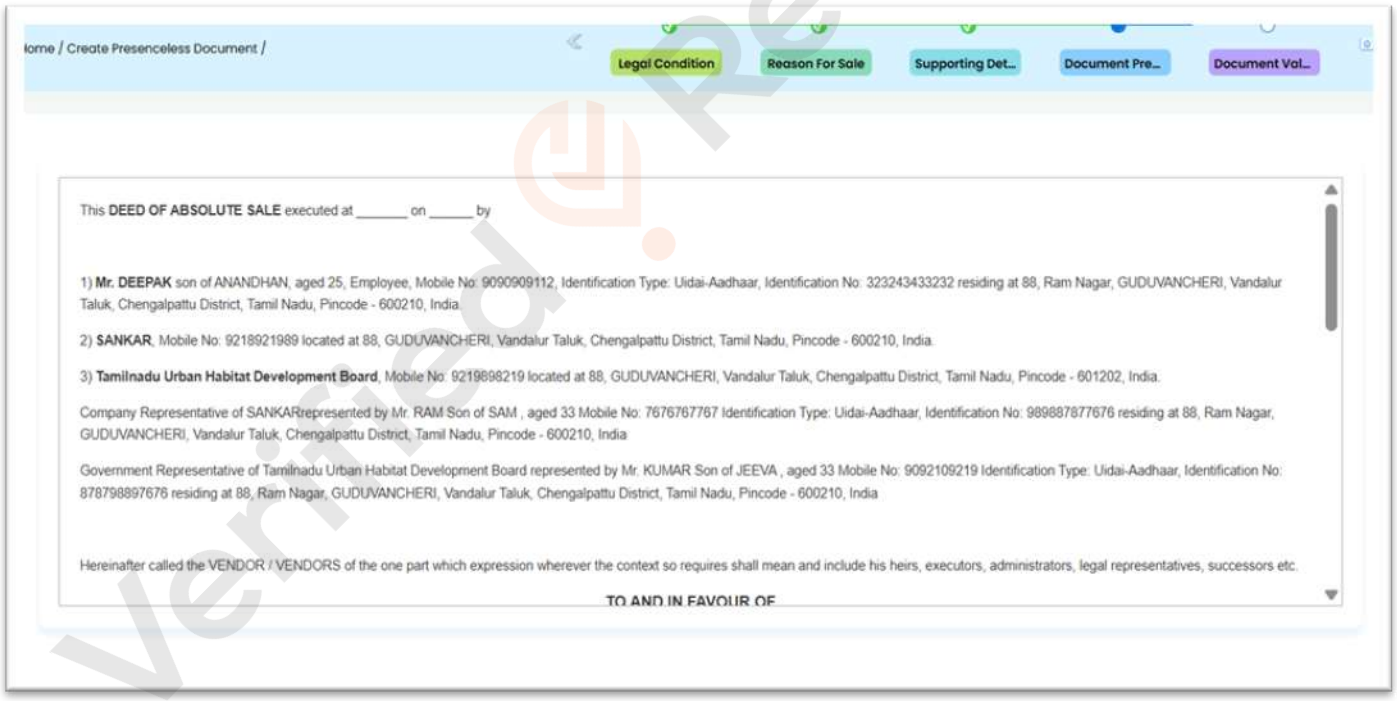


Step 50: Enter other details such as Place of Execution, and SRO Selection.

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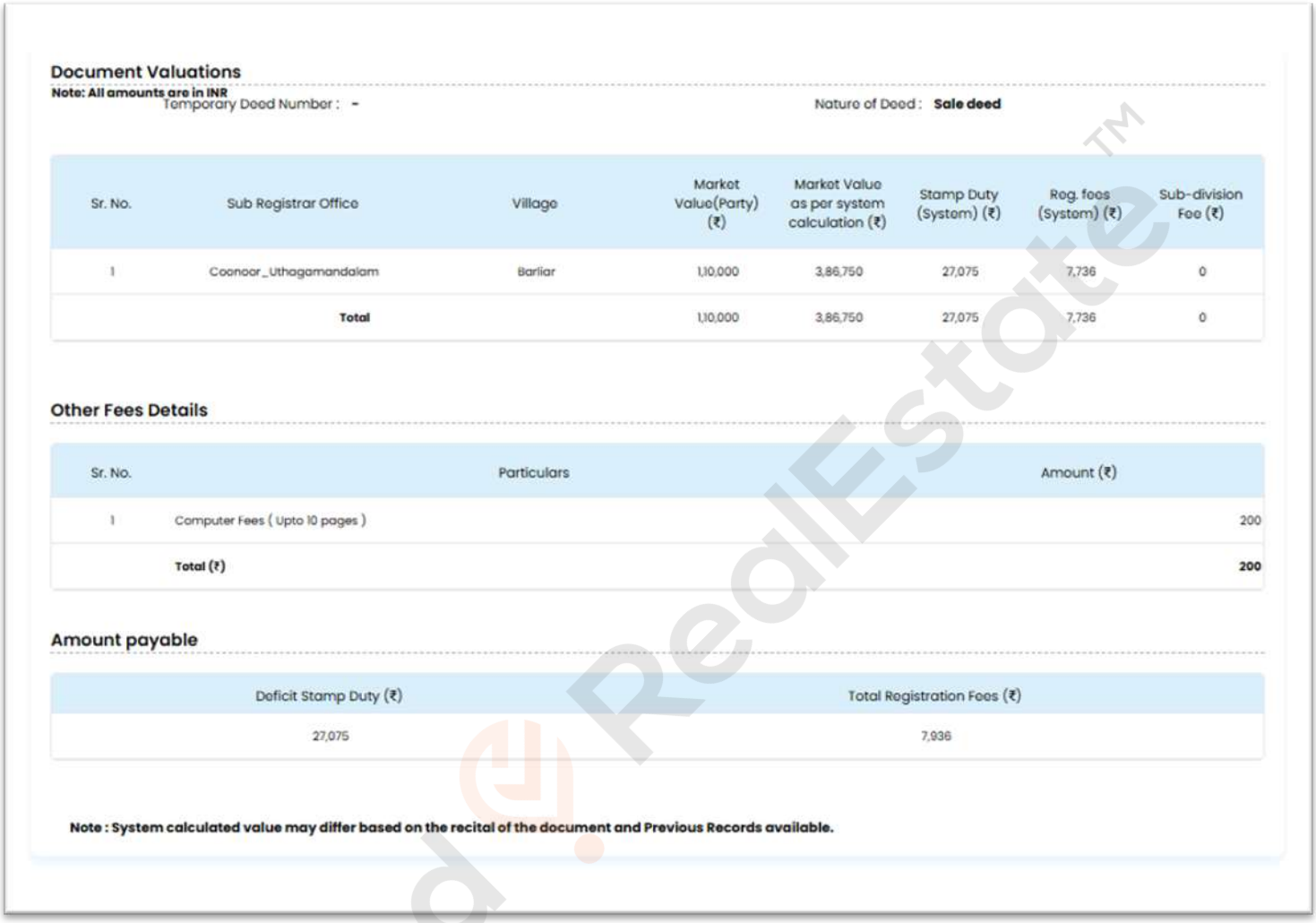


Step 51: Check the Entered details are properly displayed in the document preview screen.



Step 52: Check market value , system calculated value appropriate stamp duty , registration fees, computer fees, and DW fees.

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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	Barliar	1,10,000	3,86,750	27,075	7,736	0
	Total		1,10,000	3,86,750	27,075	7,736	0

Other Fees Details

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

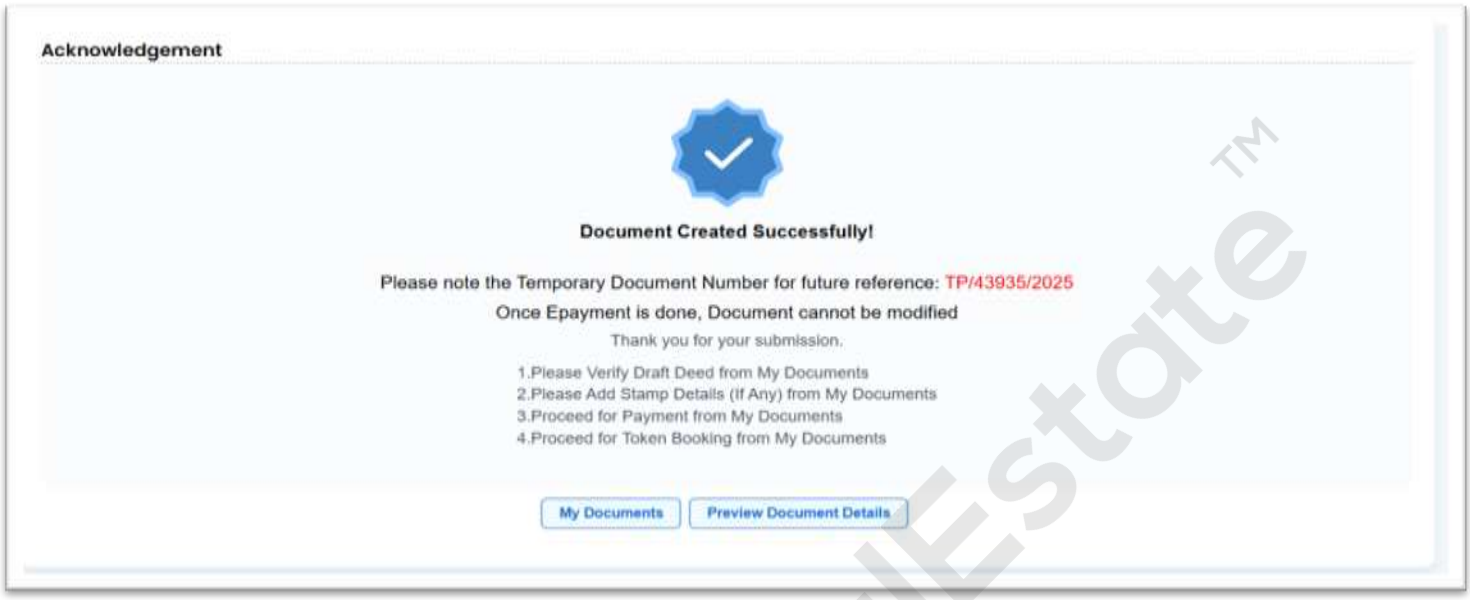
Amount payable

Deficit Stamp Duty (₹)	Total Registration Fees (₹)
27,075	7,936

Note : System calculated value may differ based on the recital of the document and Previous Records available.

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Step 53: On click of create document, TP number will be generated.



Step 54: The document creation is now completed by the citizen, clicking on preview document details of citizens able to view draft portal PDF.



Step 55: Click on my documents button and proceed to my documents page. Select the document created.

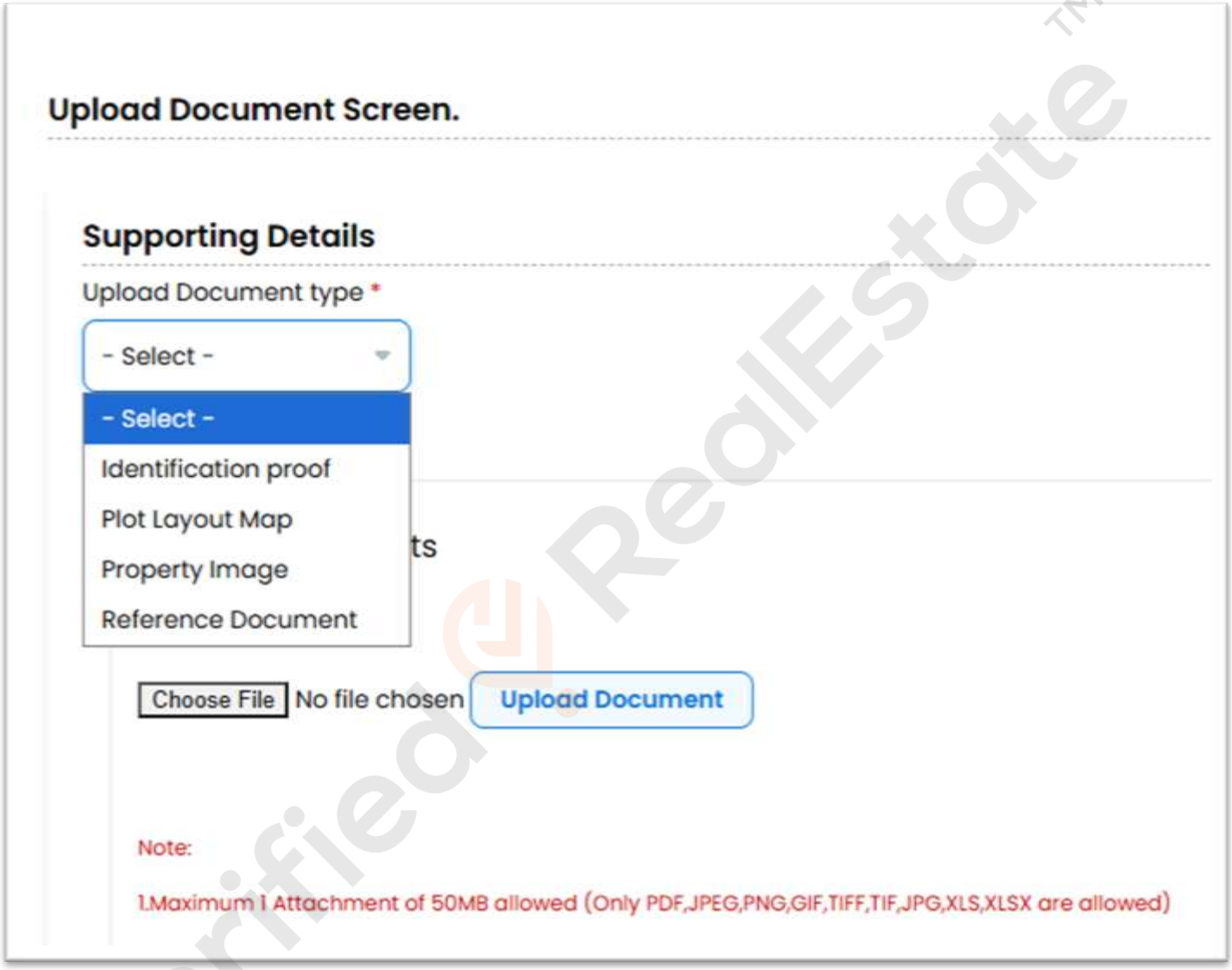
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Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
◉	TP/43935/2025	Sale deed	--	22-Dec-2025	-	Document Created	Fully Online Doc	-	✎
○	TP/43922/2025	Trust deed	--	20-Dec-2025	-	Document Created	Fully Online Doc	-	✎
○	TP/43917/2025	Settlement deed	--	19-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	✎
○	TP/43914/2025	Sale deed	R/ ஆரணி_செய்யார்/ புத்தகம் 1/36/2025	19-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	✎
○	TP/43912/2025	Sale deed	--	19-Dec-2025	-	Document Created	Normal Doc	-	✎
○	TP/43908/2025	Settlement deed	--	19-Dec-2025	Payment PDF	Pending	PaperLess Doc	-	✎
○	TP/43905/2025	Sale deed	--	19-Dec-2025	-	Under Processing	PaperLess Doc	-	✎
○	TP/43901/2025	Sale agreement deed	--	19-Dec-2025	-	Biometric Document Created	Normal Doc	-	✎
○	TP/43898/2025	Sale deed	--	19-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	✎
○	TP/43896/2025	Sale deed	--	19-Dec-2025	-	Document Created	Normal Doc	-	✎

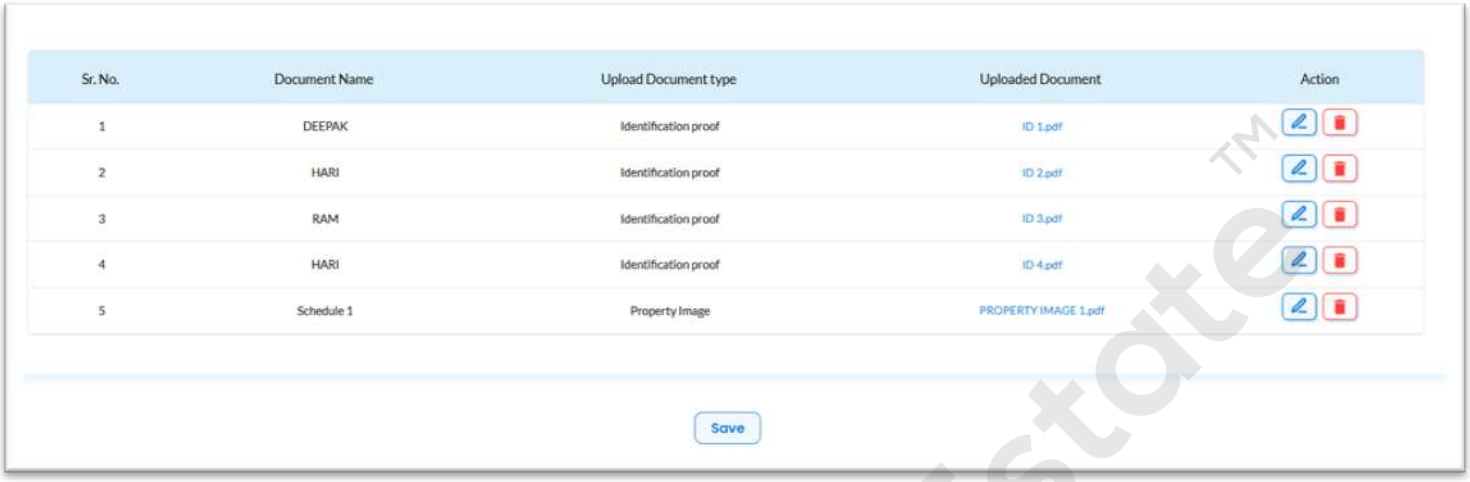
Upload Documents | Photo Biometric Capture | Print | Pay | Add Epay Transaction | View Signed Document | View Document Valuation | Email Verification

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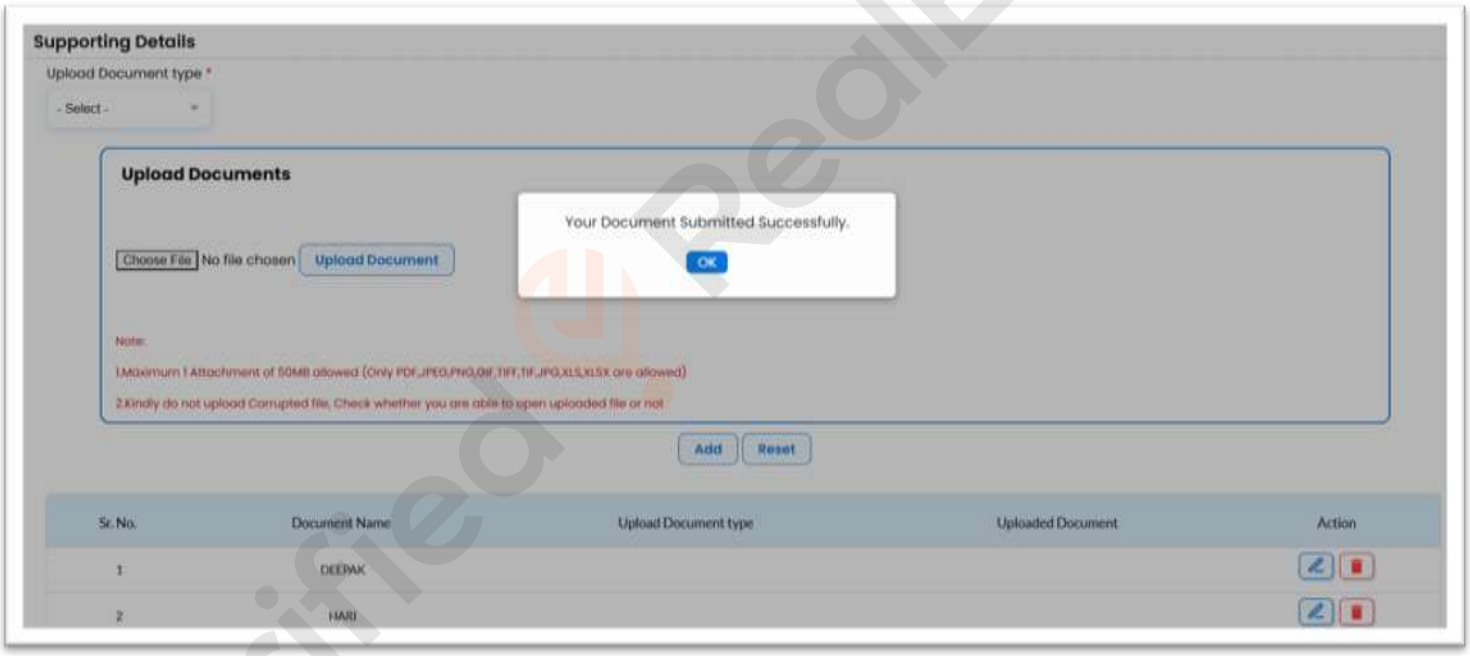
Step 56: Click on Upload documents and upload necessary documents to proceed further.



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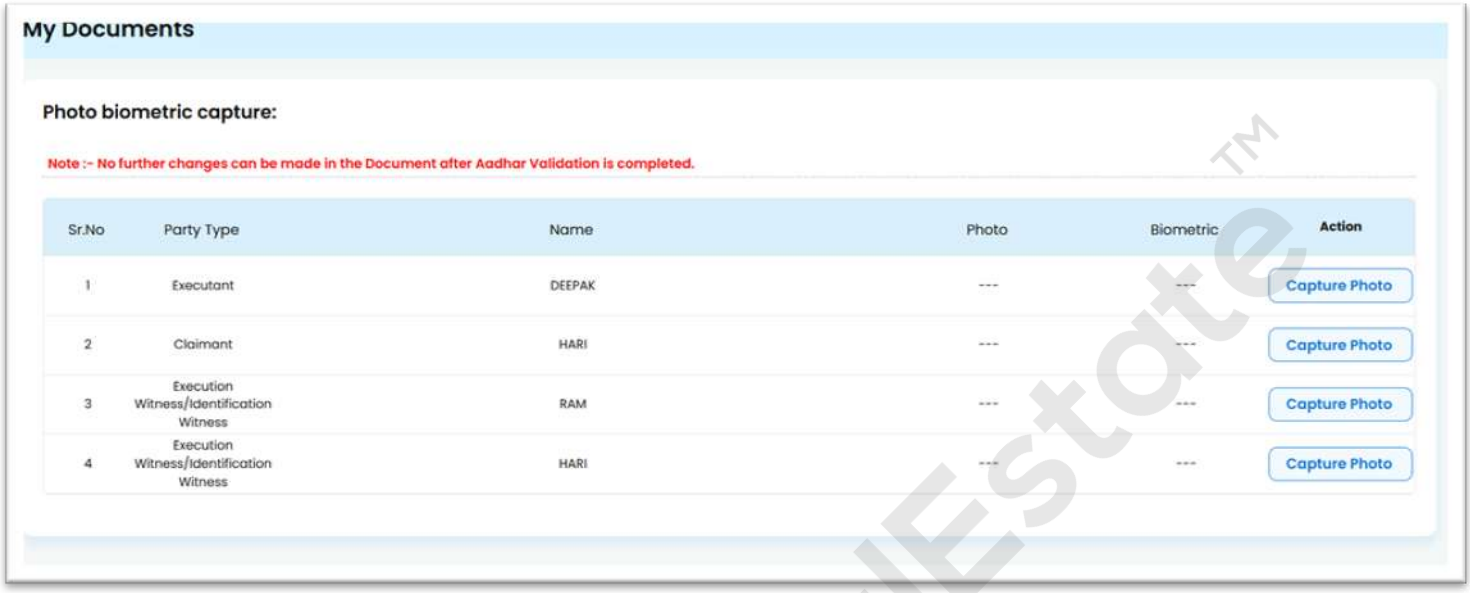
Step 57: After adding necessary documents, click on the save button to submit the documents.



Step 58: In My document screen, select the appropriate document and Click “Photo Biometric Capture” button.

Step 59: Aadhaar validation needs to be completed for all applicable parties.

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Step 60 : Click on “Capture Photo” and submit.



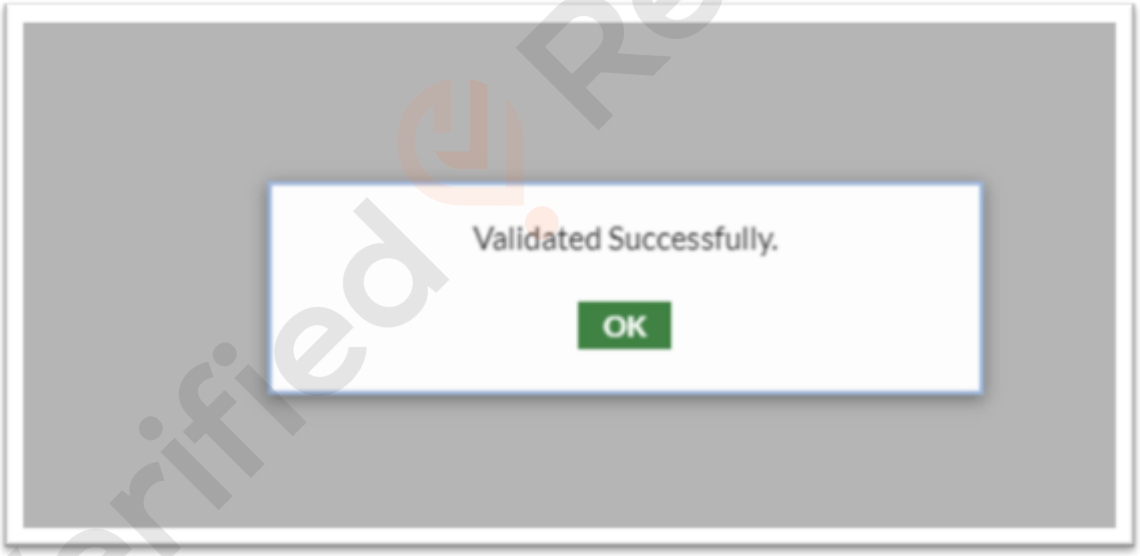
Step 61 : Once photo is captured, “capture biometric and Aadhaar validation” button enables.

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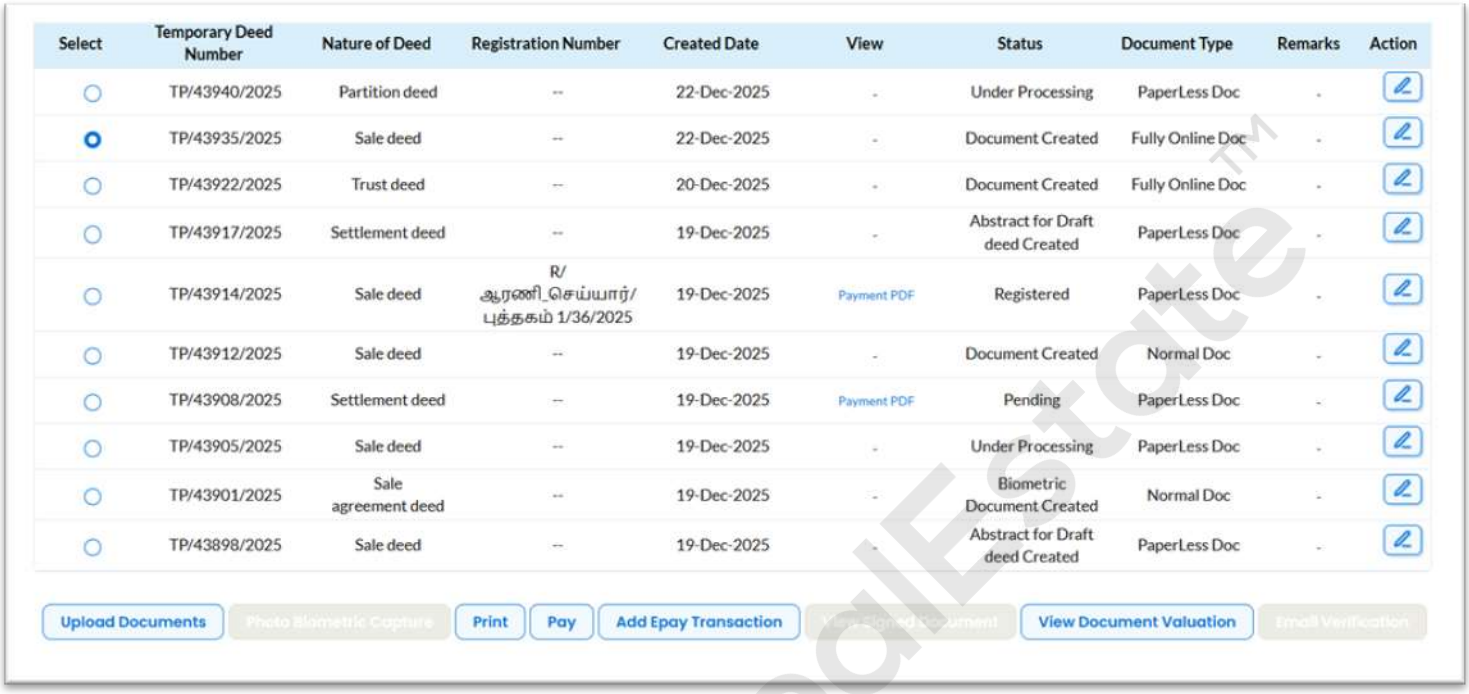
Step 62: Click on “Capture Biometric “, once biometric is captured, then click on “Validate Biometric with Aadhaar”.



Step 63: “Validated Successfully” will be thrown if Aadhaar is validated successfully for a party.



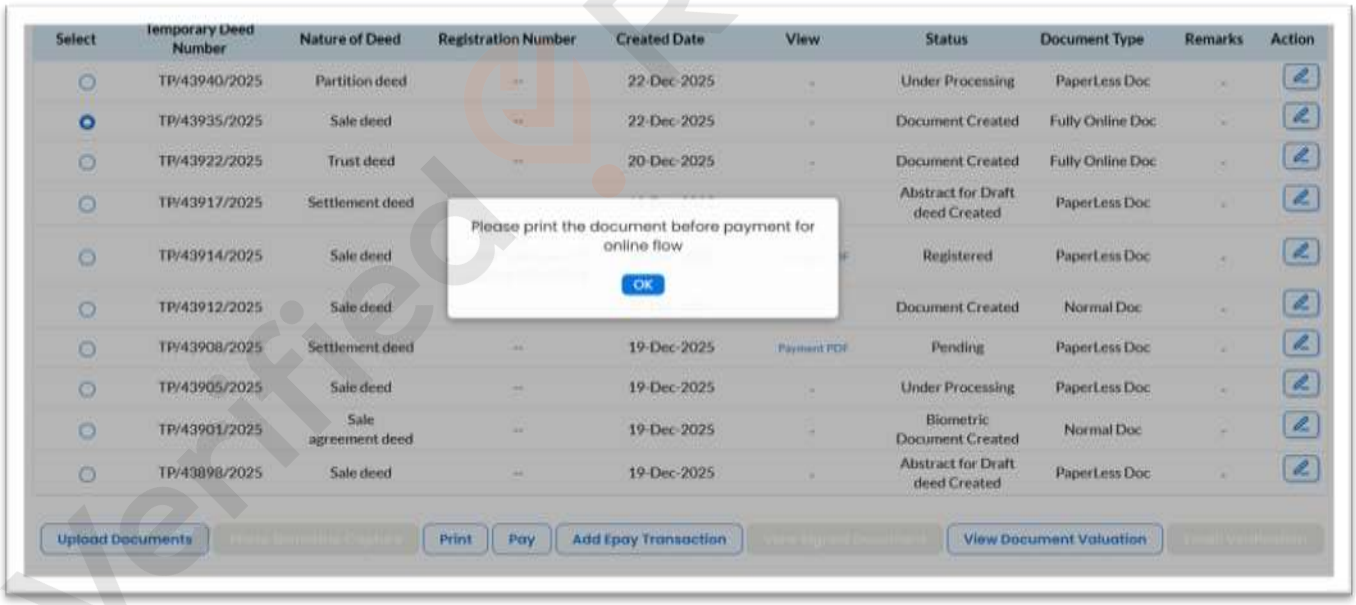
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Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
○	TP/43940/2025	Partition deed	--	22-Dec-2025	-	Under Processing	PaperLess Doc	-	
●	TP/43935/2025	Sale deed	--	22-Dec-2025	-	Document Created	Fully Online Doc	-	
○	TP/43922/2025	Trust deed	--	20-Dec-2025	-	Document Created	Fully Online Doc	-	
○	TP/43917/2025	Settlement deed	--	19-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	
○	TP/43914/2025	Sale deed	R/ ஆரணி_செய்யார்/ புத்தகம் 1/36/2025	19-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/43912/2025	Sale deed	--	19-Dec-2025	-	Document Created	Normal Doc	-	
○	TP/43908/2025	Settlement deed	--	19-Dec-2025	Payment PDF	Pending	PaperLess Doc	-	
○	TP/43905/2025	Sale deed	--	19-Dec-2025	-	Under Processing	PaperLess Doc	-	
○	TP/43901/2025	Sale agreement deed	--	19-Dec-2025	-	Biometric Document Created	Normal Doc	-	
○	TP/43898/2025	Sale deed	--	19-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	

Upload Documents | Photo Biometric Capture | Print | Pay | Add Epay Transaction | View Signed Document | View Document Valuation | Email Verification

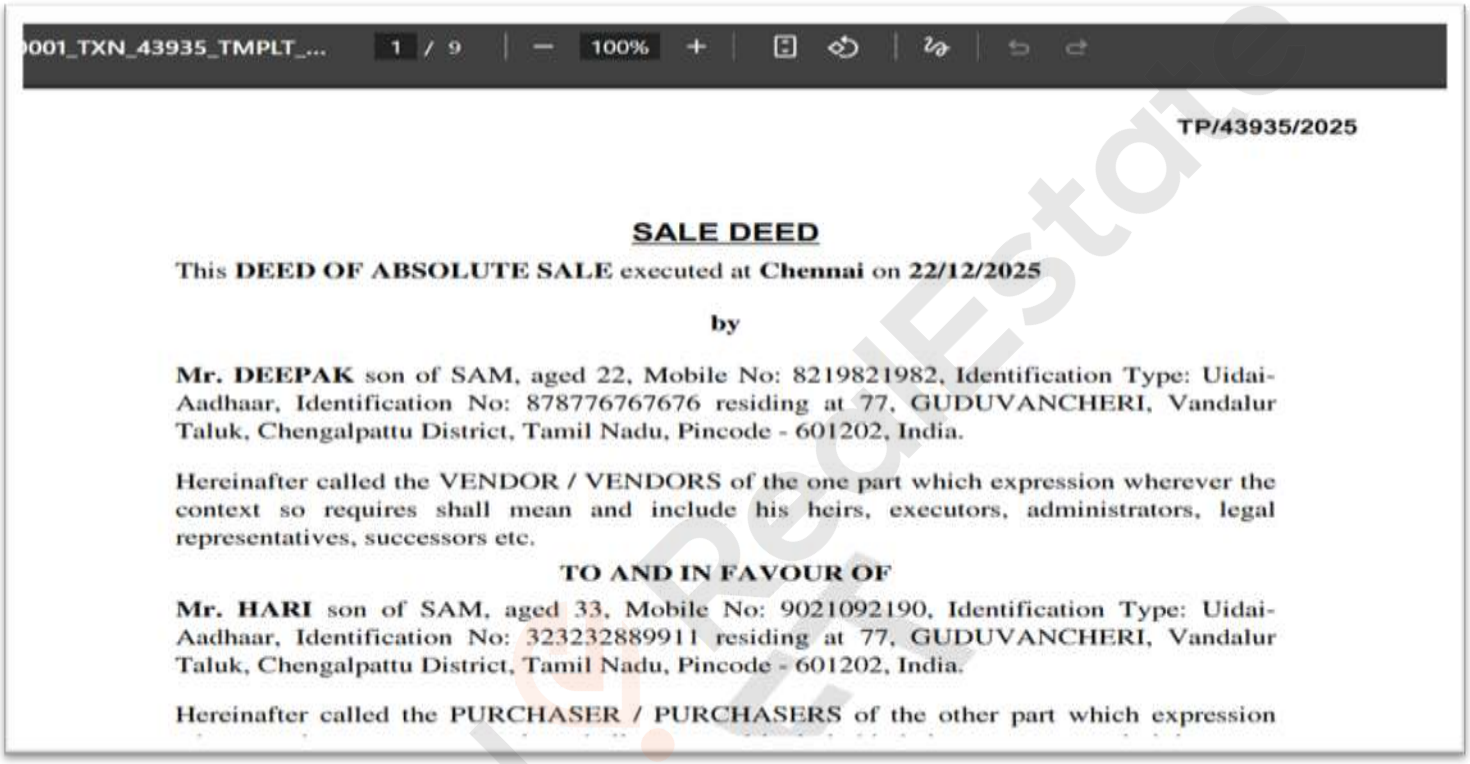
Step 64: After completing upload documents and Photo Biometric Capture, Kindly print the document.



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Step 65: Print the Document using the Print button.

Step 66: In the Portal PDF, check whether the entered details, uploaded document and Aadhaar validated party details are present in that download PDF.



001_TXN_43935_TMPLT_... 1 / 9 100%

TP/43935/2025

SALE DEED

This **DEED OF ABSOLUTE SALE** executed at **Chennai** on **22/12/2025**

by

Mr. DEEPAK son of SAM, aged 22, Mobile No: 8219821982, Identification Type: Uidai-Aadhaar, Identification No: 878776767676 residing at 77, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 601202, India.

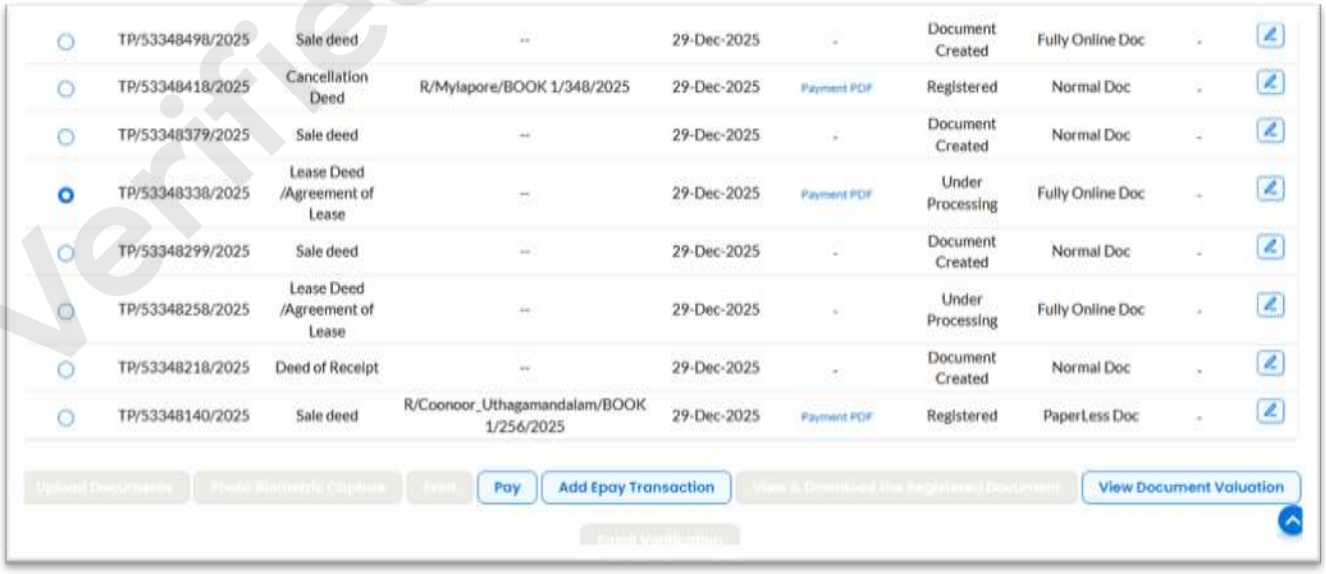
Hereinafter called the VENDOR / VENDORS of the one part which expression wherever the context so requires shall mean and include his heirs, executors, administrators, legal representatives, successors etc.

TO AND IN FAVOUR OF

Mr. HARI son of SAM, aged 33, Mobile No: 9021092190, Identification Type: Uidai-Aadhaar, Identification No: 323232889911 residing at 77, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 601202, India.

Hereinafter called the PURCHASER / PURCHASERS of the other part which expression

Step 67: Click on "Pay" and Select Applicant type from drop down and Make the Payment.

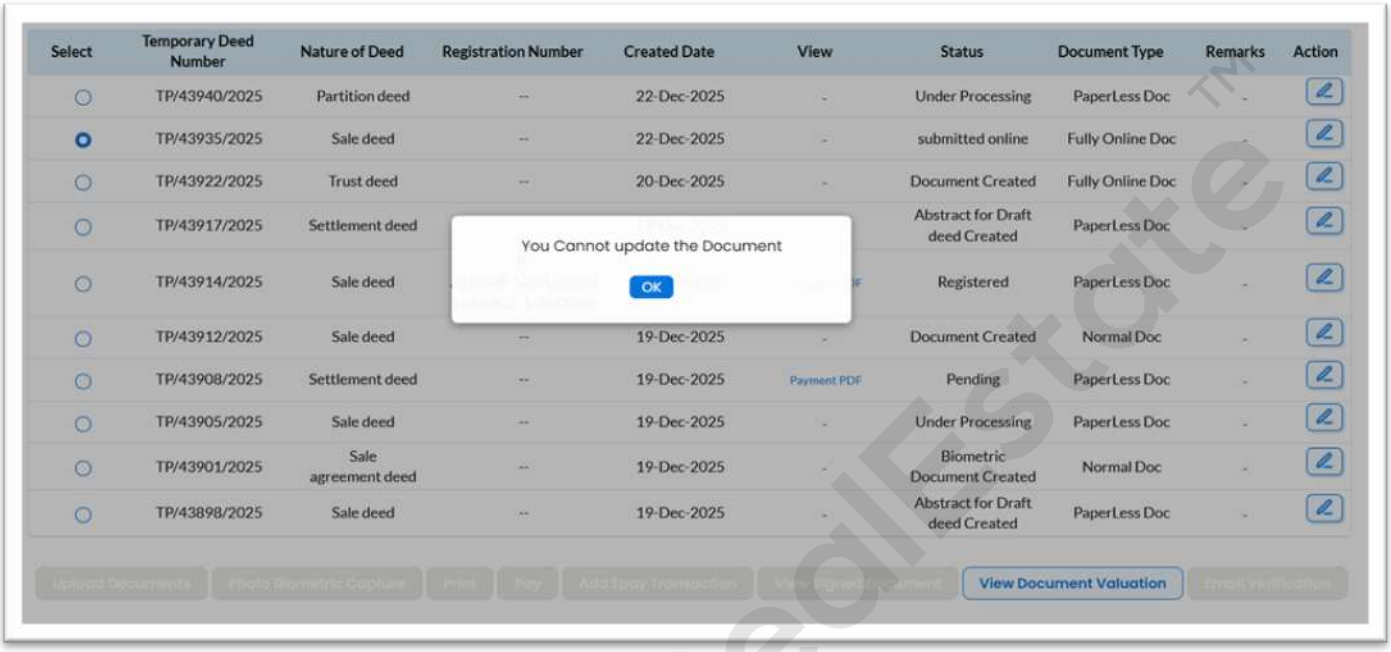


TP/53348498/2025	Sale deed	--	29-Dec-2025	-	Document Created	Fully Online Doc	-	
TP/53348418/2025	Cancellation Deed	R/Mylapore/BOOK 1/348/2025	29-Dec-2025	Payment PDF	Registered	Normal Doc	-	
TP/53348379/2025	Sale deed	--	29-Dec-2025	-	Document Created	Normal Doc	-	
TP/53348338/2025	Lease Deed /Agreement of Lease	--	29-Dec-2025	Payment PDF	Under Processing	Fully Online Doc	-	
TP/53348299/2025	Sale deed	--	29-Dec-2025	-	Document Created	Normal Doc	-	
TP/53348258/2025	Lease Deed /Agreement of Lease	--	29-Dec-2025	-	Under Processing	Fully Online Doc	-	
TP/53348218/2025	Deed of Receipt	--	29-Dec-2025	-	Document Created	Normal Doc	-	
TP/53348140/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/256/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	

Pay | Add Epay Transaction | View Document Valuation

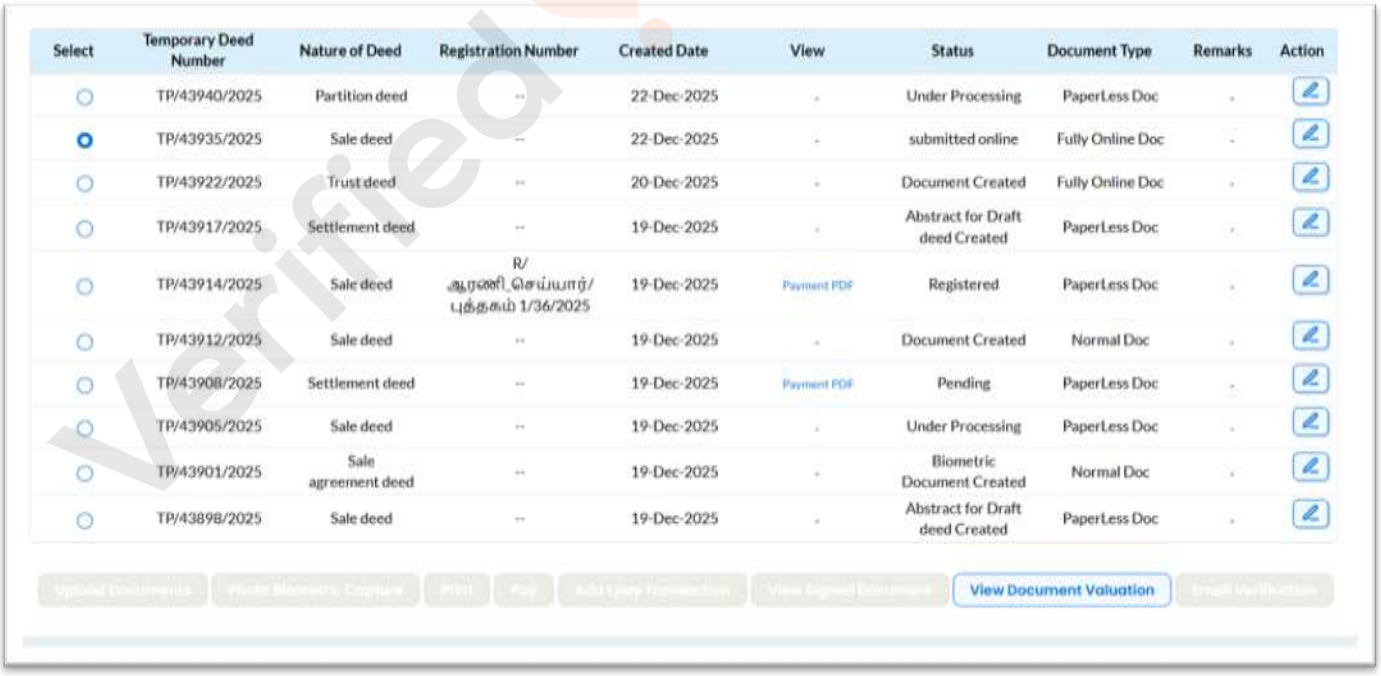
Step 68: Once Payment Successfully completed, Status of document changed as "Submitted Online".

Step 69: After completing payment, not able to Edit or Modify the TP created.



Step 70: After Payment, Document Successfully Submitted to Back Office for Further Registration process.

Step 71: User will be able to download the registered document from portal if status is as Registered.



========== Portal Presence Less Document Creation Completed ==========

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