

Frequently Asked Questions (FAQ) for Online Slot booking for presentation of Deeds at the SROs.

Q – What is Online Slot Booking?

Ans: Online slot booking is a convenient method for reserving a specific time slot to present the deed at the registration office. It is essential to have an online slot booking ticket, as registration of the deed will not be permitted without it.

Q - Is there any fee for booking a new online slot?

Ans: No, there are no charges or fees associated with booking a new online slot. The process is completely free of cost.

Q –. How to book Online Slot?

Ans: To book an online slot, follow these steps:

1. Visit www.igrodisha.gov.in/SlotBookingAllNew.aspx for online slot booking for the registration office.
2. Provide First Party's (Executant) /Second Party's (Claimant) Aadhaar/PAN number as required to proceed with the booking process.
3. Submit your Date of execution, which is optional.
4. Choose your desired SRO for the presentation of the Deed.
5. Submit your Mobile to get the OTP and once confirm with the OTP, you can see the slot details.
6. Select the desired date and time slot for presenting the deed at the registration office.
7. Confirm your booking details and review any additional instructions or requirements.
8. Complete the booking process by submitting the necessary information.
9. Once the booking is confirmed, you will receive an online slot ticket, which serves as proof of your reservation.
10. Make sure to save or print the online slot ticket for presentation at the registration office on the designated working day.

Q –. What are available Slots for Online Slot booking?

Ans: For online slot booking, there are four different time slots available for a specific working day and SRO. You can choose from the following available slots based on your convenience for the day office:

1. 10:00 A.M. - 11:00 A.M.
2. 11:00 A.M. - 12:00 P.M.
3. 12:00 P.M. - 01:00 P.M.
4. 01:00 P.M. - 01:30 P.M.

Select the slot that suits your schedule best when booking your online slot.

Q –. What if, Slots are not available for booking for a Specific day?

Ans: If slots are not available for booking on a specific day, there is no need to worry. A day-wise quota system has been implemented to ensure that citizens can book slots on a daily basis. This means that with each new day for a specific date, a certain number of slots will be allotted in the online portal for booking. The number of slots available for booking may vary based on the respective location. Therefore, it is recommended to check the portal regularly, especially closer to the desired date, to see if new slots have been made available for booking.

Q – Am I allowed to cancel an already booked online slot?

Ans: Yes, you are allowed to cancel an already booked online slot. However, please note that the cancellation can be done only until 7 A.M. of the slot booked date. After this time, cancellation may not be possible, and you may be required to proceed with the originally booked slot. It is recommended to check the specific cancellation policy and any associated terms and conditions provided by the online slot booking system or the registration office for further details on the cancellation process.

Q – Can I book multiple slots for a specific day?

Ans: No, it is not allowed to book multiple slots for a specific day using the same mobile number. However, you can book multiple slots for the same day by using different mobile numbers. The system restricts multiple bookings on the same mobile number to ensure fair access and equal opportunities for all users. Each booking must be made with a unique mobile number to comply with this requirement.

Q – Can I book an online slot for a Govt. Holidays?

Ans: Online slot booking is not allowed for Govt. Holidays. The system only permits booking slots for specific working days designated by the registration office. It is important to check the available working days and their corresponding slots on the online booking platform before attempting to book a slot.

Q – What is first party & Second Party details in Online Slot Booking?

Ans: In the context of online slot booking, the first party refers to the party who execute the document. On the other hand, the second party in online slot booking is the party who claims the document from the first party and often referred to as the Claimant.

Both the first party and the second party's details, such as their names and identification documents like Aadhar/PAN is required during the online slot booking process to ensure accuracy.

Q –How many days before, I am allowed to book an online Slot?

Ans: You are allowed to book an online slot up to 7 working days in advance. This means that you can make a booking for a desired slot within the next 7 working days, taking into account any non-working days or holidays.

Q – Can I get an online slot for the same day of the presentation of Deed?

Ans: Yes, it is possible to book an online slot for the same day of the presentation of the deed, provided that slots are available for booking at the desired registration office. However, please note that the cutoff time for booking today's slot typically before 10:00 AM.

Q – Is there any way to get an online slot booking for the cancelled slots for specific SRO?

Ans: Yes, there is a specific time window established for booking cancelled slots for a specific Sub Registrar Office (SRO). From 8:30 AM to 9:30 AM, all cancelled slots for the same day will be made available for booking. This allows users to secure a slot that was previously cancelled by someone else. It's important to note that the cancellation of booked slots is only valid until 7 AM on the same day. During the dedicated time window, individuals can try to book one of the cancelled slots for the desired SRO if they become available.

Q: What are the timings for the morning office?

A: The morning office registration and slot timings are from 7:00 A.M. to 10:30 A.M. on all working days. Different slots are available for booking during this time:

1. 07:00 A.M. - 08:00 A.M.
2. 08:00 A.M. - 09:00 A.M.
3. 09:00 A.M. - 10:00 A.M.
4. 10:00 A.M. - 10:30 A.M.

Q: What are the timings for cancelled slots re-booking and daily quota booking for the morning office?

A: The timing for cancelled slots re-booking starts at 5:30 A.M. and slot booking quota is available from 3:00 A.M. on the same day of registration.

N.B: Inconvenience to the citizen should not be caused by unnecessary booking of slots. Those slots which are not being used after booking are presumed to be unnecessary, causing inconvenience to the Registrant public.