

Procedure / Steps for registration of a document

Step 1	Presentation of document by party
Step 2	Checking of document by Government official
Step 3	Data entry of basic information of the document
Step 4	Collection of registration fees
Step 5	Capture of biometric - photograph, thumb impression and signature
Step 6	Hearing and approval / refusal by the Registering Officer
Step 7	Printing of endorsement
Step 8	Signature of the Registering Officer in token of approval / refusal
Step 9	Scanning and uploading of the document
Step 10	Generation of delivery report and transmission of Form No. 3 to the Tahasil Office if required
Step 11	Delivery of document to the authorized person