

Procedure/ Steps for registration of a document

1	Ascertaining the market value of the transacted property from DSR/ SR office and from the website of IGR, Odisha.
2	<u>Payment of Stamp Duty:</u> <ul style="list-style-type: none">➤ Through e-Stamping by purchasing e-Stamp certificate from the offices of StockHolding located at Bhubaneswar, Cuttack, Rourkela and e-Stamp counters established in the registration offices.➤ Use of electronic franking machine available in the registration offices.➤ Use of Impressed Stamp Paper to be purchased from the Licensed Stamp Vendors/ Concerned Treasury or Sub-Treasury Office by depositing requisite amount.
3	<u>Scribing of Deed:</u> <ul style="list-style-type: none">➤ Scribing of the deed by the Executants and Claimants / by Deed Writers / Advocate.➤ The model template deeds available in the website of IGR, Odisha and R & D.M Department may be used for the purpose.
4	Presentation of document along with its true copy before the Registering Officer by the party.
5	Checking of document by Government Official.
6	Generation of ID of the document.
7	Data entry of basic information of the document.
8	<ul style="list-style-type: none">➤ Collection of registration fees in the Registration Office.➤ The registration fees can also be paid through the Odisha Government Treasury Portal.
9	Capture of biometric – Photograph, thumb impression and signature of all parties and the identifiers to the document through electronic device.
10	Registration of document by the Registering Officer.
11	Printing of endorsements and certificate of registration on the original documents and signature by the Registering Officer.
12	Scanning and uploading of the original document in the e-Registration application.
13	Generation of delivery report and transmission of Form No. 3 to the Tahasil Office if required
14	Delivery of document to the authorized person.

List of requisite documents for registration

1	True copy of document to be registered.
2	All documents relating to the ownership of the transacted Property.
3	Production of valid photo identity-proof card of all the executants, claimants and identifier (<i>EPIC / Aadhaar / Driving License / Passport / PAN</i>).
4	3 (three) passport size coloured photographs of all the executants and claimants.
5	Copy of PAN Card of the executants and claimants (if the document is valued more than 10 (ten) lakhs. In absence of PAN card, Form No. 60 under IT Act duly filled in.
6	Encumbrance Certificate from the date of publication of the RoR published by the Settlement / Consolidation Authorities up to the date of execution of the document.
7	Declaration in <u>Form A</u> duly signed by transferor and transferee, if no building or structure exists on the transacted property. Declaration in <u>Form B</u> duly signed by transferor and transferee, If any house or structure exists on transacted property.
8	In case of document is registered by an Attorney Holder – <i>(a) Registered Power of Attorney</i> <i>(b) Photo identity-proof card of the Attorney Holder</i>
9	Requisite permission from the Revenue Officer when the property is transferred by a SC/ST person in favour of a non- SC/ST person.
10	Requisite permission or NOC issued by the Competent Authority of Endowments for transfer of property belonging to deity.