

# SOP for Deed Registration

## Name of Servie- Deed Registration

Sl no.	Action Item	Step	Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	Timeline under RTSG Act
1	Submission of Deed	1	3	4	5	6	7	8	9
		A preparation of Deed	Deed writer	User	User	Khatian, Map- Rent receipt, ID proof	Not fixed	Deed writer	
		B Purchase of Stamp	Stamp Vendor/ Bank	Yes	Sub Registrar concerned	Stamp paper	Same Day	stamp vendor, Mr. Kislay Kishore, SHCIL, mob no. 9771440711	
		C(i) Online Submission	User has to submit	Yes	Sub Registrar concerned	Copy of Deed	Same Day	Sub Registrar concerned	
		C(ii) Offline Submission	User has to submit	Yes	Sub Registrar concerned	Copy of Deed	Same Day	Sub Registrar concerned	
		C(iii) Permission in case of C.N.T. Land	D.C.	Yes	Sub Registrar concerned	Permission paper	Not fixed	D.C. Concerned	1 Working Day
2	Payment of Fee	A Online Payment	NSDL Through payment Gateway	Yes	Sub Registrar concerned	Debit Card/ Credit Card/ Net Banking	Same Day	Sub Registrar concerned	
		B Offline Payment	User pays manually	Yes	Sub Registrar concerned	None	Same Day	Sub Registrar concerned	
3	Appearance before Sub Registrar	A Appearance of user	User	Yes	Sub Registrar concerned	ID Proof, Documents related to land	Same Day	Sub Registrar concerned	
		B Biometric	Sub Registrar concerned	Yes	Sub Registrar concerned	ID Proof	Same Day	Sub Registrar concerned	
4	Delivery of Deed	A Appearance with receipt	Sub Registrar concerned	Yes	Sub Registrar concerned	Receipt issued	Same Day	Sub Registrar concerned	

*S. K. Verma, 16  
A.I.G. Registrar*

### SOP for Online Search of registered deeds, getting certified copy

Sl no.	Action Item	Step	Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	Timeline under RTSG Act
1	Online Search of Registered Deeds, getting certified copy	2	3	4	5	6	7	8	9
		Goto Portal, <a href="http://www.regd.jharkhand.gov.in">www.regd.jharkhand.gov.in</a>	User	User	User		Not fixed		
	(i)	Search Deeds/Non-Encumbrance	User	User	User		Not fixed		
	(ii)	Basic Detail	User	User	User		Not fixed		
	(iii)	Select option search by party, property and deed number	User	User	User		Not fixed	District Sub Registrar concerned	1 Working day
	(iv)	Search fee using payment Gateway and get receipt/challan	User	User	User		Not fixed		
	(v)	SEARCH RESULTS as per given option and get DETAILS COPY, NON-ENCUMBRANCE COPY, INSPECTION COPY, CERTIFIED COPY	User	User	User		Not fixed		
	(vi)						Not fixed		

*K.M.*  
10.2.16

A. I. G. Registration

## SOP for Non Encumbrance Certificate

Sl no.	Action Item	Step	Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	Timeline under RTSG Act
1	Non Encumbrance certificate	2	3	4	5	6	7	8	9
	(i)	Goto Portal, <a href="http://www.regd.jharkhand.gov.in">www.regd.jharkhand.gov.in</a>	User	User	User				
	(ii)	Search Deeds/Non-Encumbrance menu	User	User	User		Not fixed		
	(iii)	fill Basic Detail	User	User	User		Not fixed		
	(iv)	Select option search by party, property and deed number	User	User	User		Not fixed		
	(v)	Search fee using payment Gateway and get receipt/challan	User	User	User		Not fixed	District Sub Registrar concerned	1 Working day
	(vi)	SEARCH RESULTS as per given option and get DETAILS COPY, NON-ENCUMBRANCE COPY, INSPECTION COPY, CERTIFIED COPY	User	User	User		Not fixed		

*M. M.*  
10.2.16

A.T.G. Registration

## SOP for Marriage Registration

Sl no.	Action Item	Step	Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	Timeline under RTSG Act
1	Marriage Registration	2	3	4	5	6	7	8	9
		1	User	Clerk	DSR	Residence proof and ID of bride and groom	One Day		
		2	Authorized computer operator	User	User	Three witnesses	One Day		
		3	User	User	DSR	1) With ID 2) ID proof, age proof, residence proof			
		4	Authorized Person	Clerk	DSR	NA		District Sub Registrar /SR concerned	90 Working day
		5	Authorized computer operator	User	User	NA	After 30 days		
		6	Authorized computer operator	Authorized computer operator	Authorized computer operator	NA	After 30 days		
		7	Authorized computer operator	District Sub Registrar	District Sub Registrar	NA	After 30 days		
		8	Authorized Clerk	Authorized Clerk	Authorized Clerk	NA	After 30 days		

*S. M. 10-2-16*

*A. J. G. Registration*

## SOP for Firm Registration

Sl no.	Action Item	Step	Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	Timeline under RTSG Act
1	Firm Registration	2	3	4	5	6	7	8	9
	(i)	Goto Portal, www.regd.jharkhand.gov.in	User	User	User		Not fixed		45 Working day
	(ii)	Menu	User	User	User		Not fixed		
	(iii)	Firm Registration	User	User	User		Not fixed		
	(iv)	New Registration	User	User	User		Not fixed		
	(v)	Create user ID	User	User	User		Not fixed		
	(vi)	entry of Firm's details	User	User	User		Not fixed		
	(vii)	entry of Firm's Partners's	User	User	User		Not fixed		
	(viii)	upload documents	User	User	User	(i) Application	Not fixed		
						(ii) Verification Form			
						(iii) Partnership Deed			
						(iv) ID Proof			
						(v) Miscellaneous			
						(vi) compliance Letter			
						Office Address			
						Proof			
						(viii) Affidavit			
	(ix)	Generate Application ID	User	User	User		Not fixed		
	(x)	Payment	User	User	User		Not fixed		
	(xi)	Inquiry of Application by Officer-I	Assistant/S.O.	Assistant/S.O.	Assistant/S.O.		Not fixed		
	(xii)	Inquiry/Approval of Firm/Certificate Generate by DIG	DIG	DIG	DIG		Not fixed		

*[Signature]*  
10.2.16

A-3-G-Registration

# SOP for Society Registration

Sl no.	Action Item	Step	Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	Timeline under RTSG Act
1	Society Registration	2	3	4	5	6	7	8	9
	(i) Goto Portal, <a href="http://www.regd.jharkhand.gov.in">www.regd.jharkhand.gov.in</a>	User	User	User	User		Not fixed	Assistant, AIG,	45 Working day
	(ii) Menu	User	User	User	User		Not fixed		
	(iii) Society Registration	User	User	User	User		Not fixed		
	(iv) New Registration	User	User	User	User		Not fixed		
	(v) Create user ID	User	User	User	User		Not fixed		
	(vi) entry of society's details	User	User	User	User		Not fixed		
	(vii) G.B. List entry	User	User	User	User		Not fixed		
	(viii) upload documents	User	User	User	User	(i) Application	Not fixed		
						(ii) Notice			
						(iii) Proceeding			
						(iv) Memorandum			
						(v) Governing Body List			
						(vi) Desirous Person List			
						(vii) Rules and Regulation			
						(viii) Affidavit			
						(ix) Identification Proof			
						(x) Miscellaneous			
						(xi) compliance Letter			
						(xii) Office Address Proof			
	(ix) Generate Application ID	User	User	User	User		Not fixed		
	(x) Payment	User	User	User	User		Not fixed		
	(xi) Inquiry of Application by Officer-I	Assistant/S.O.	Assistant/S.O.	Assistant/S.O.	Assistant/S.O.		Not fixed		
	(xii) Inquiry of Application by Officer-II	AIG	AIG	AIG	AIG		Not fixed		
	(xiii) Inquiry/Approval of society by Officer-3/IGR	IGR	AIG/IGR	AIG/IGR	AIG/IGR		Not fixed		
	(xiv) Certificate Generate by AIG	AIG	AIG	AIG	AIG		Not fixed		

*Handwritten signature*  
 P. J. G. Registration