

## Instruction for drawing the Deed

- 1) Use only black ink.
- 2) The map of land should be on A4 size paper and signed by both the parties.
- 3) For documents having value 5 lakh or more than that, PAN is necessary. If PAN is not available. Please submit Form 60/61.
- 4) Please avoid overwriting, cutting, addition and if it is done please attest it with your signature and make a note of that at the end of drafting.
- 5) If executant is illiterate, any literate person will sign on his behalf but executant will put the impression of his left thumb on every page.
- 6) Every page of deed must be signed by executant.
- 7) Please mention actual value of land also on deed.
- 8) Mention full detail of property such as Circle, Tauzi no., Khata no. Plot no., Thana no., Area, Boundary. If there is construction, mention area of construction in square feet.
- 9) Mention Adhaar no. also in deed and enclose copies of PAN and ADHAAR.
- 10) If the party is minor, his legal guardian will execute on his behalf.
- 11) For Urban area, mentioning Holding no. is mandatory.
- 12) Attaching copy of Register II with volume no. and page no. is necessary.
- 13) Online presentation of Deed with pre registration is necessary. It can be done on departmental website [regd.jharkhand.gov.in/jars/website](http://regd.jharkhand.gov.in/jars/website) or [jharnibandhan.nic.in](http://jharnibandhan.nic.in)
- 14) Every type of fee is to be submitted through online process. People may pay fee through e-Pos machine also kept in registry office.
- 15) For stamp duty stamp paper or e-stamp can be used. e-stamp is available in Banks, Pragma Kendra, Stamp Vendor also sell it.