

SOP Deed Registration

Slno.	Action Item	Step		Who deliver	Verification	Verifier	Document needed	Timeline	Contact Person	TimeLine under RTGS Act
	1	2		3	4	5	6	7	8	9
1	Submission of Deed	A	Preparation of Deed	Deed Writer	User	User	Khatian,Map-Rent receipt,ID	Not Fixed	Deed writer	1 Working Days
		B	Purchase of Stamp	Stamp Vendor/Bank Pragma Kendra	Yes	Sub Registrar concerned	Stamp Paper	Same Day	Stamp Vendor - Mr.Kislay Kishore,SHCIL,Mob no-9771440711	
		C(i)	Jharnibandhan.gov.in (Online Submission)	User has to Submit	Yes	Sub Registrar concerned	Documents like rent receipt, register II,Khatain,Holding taxreceipt, Pan, Aadhar etc.	As per Appointment	Sub Registrar concerned	
2	Payment of Fee	C(ii)	Permission in case of C.N.T. Land	DC	Yes	Sub Registrar concerned	Permission Paper		DC concerned	
	Appearance before Sub Registrar	A	Online Payment	J.E grass	Yes	Sub Registrar concerned	Debit Card/Credit Card/Net Banking	As per Appointment	Sub Registrar concerned	
3		A	Personal Appearance of user	User	Yes	Sub Registrar concerned	ID Proof, Documents related to land	As per Appointment	Sub Registrar concerned	
		B	Biometric	Sub Registrar concerned	Yes	Sub Registrar concerned	ID Proof	As per Appointment	Sub Registrar concerned	
4		Delivery of Deed	A	Appearance with receipt	Sub Registrar concerned	Yes	Sub Registrar concerned	Receipt issued	As per Appointment	Sub Registrar concerned