

SOP for Online Non-Encumbrance Certificate

Sl no.	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	Non-Encumbrance Certificate	1	Go to Portal www.regd.jharkhand.gov.in/jars/website	User	User	User		Not Fixed	District Sub Registrar / Sub Registrar Concerned	1 Working Days
		2	Search Deed / Non-Encumbrance Menu	User	User	User		Not Fixed		
		3	Fill Basic Detail	User	User	User		Not Fixed		
		4	Select Option Search by Property	User	User	User		Not Fixed		
		5	For Online Search no fee required	User	User	User		Not Fixed		
		6	Search Result as per given details, please select an option for Non-Encumbrance Certificate	User	User	User		Not Fixed		