

SOP for online Search of registered deeds, download certified copy

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	Online Search of Registered Deeds and Download Certified Copy	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 Party, Property, Deeds	User	User	User					
		5	For Online Search no fee required, For Certified copy of deed Rs 30 per page is paid online.	User	User	User			Not Fixed		
		6	Search Result as per given details, please select an option for Non-Encumbrance Certificate, Inspection Copy, Certified Copy	User	User	User			Not Fixed		