

Office of the Commissioner and Inspector General,
Registration and Stamps, Telangana.

CIRCULAR NO.CARD1/240/2017, DATED:20.07.2017.

Sub:- REGISTRATION ACT, 1908 - Ease of Doing Business - Online application and submission of document details through Public Data Entry - Mandating in respect of certain documents - Instructions - Issued - Regarding.

Ref:- 1) Department of Industrial Promotion and Policy, Government of India's revised Business Reforms Action Plan 2017 for States/UTs.
2) Several review meetings convened by Chief Secretary, Special Chief Secretary, Revenue (Registration), Principal Secretary to CM on the EODB compliance.

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Attention of all the Sub-Registrars and Officers of the department is invited to the reference 1st cited, wherein the Government of India communicated the revised Business Reforms Action Plan 2017 as part of "Ease of Doing Business". As informed in many earlier circulars/communications, it is to reiterate that State Government is keen to continue to improve upon by providing transparent and open environment to the business entities and citizens to do their business and transactions particularly with the Government machinery. The department is implementing the recommendations prescribed in letter and spirit.

One recommendation of reference 1st cited at Sl.No.80 is regarding mandating submission of application online before coming for registration. The recommendation is extracted hereunder:

"80- Design and implement a system that allows online application and payment for submission and verification of document and mandate that all applications are submitted online."

In the reference 2nd cited, it was directed to implement the said recommendation. Accordingly, the CCA has been modified to capture the meta data entered by parties through Public Data Entry (PDE) mode. The expected positives from implementation of this recommendation are:

- i) **Accuracy of data:** As the parties are entering the document details like parties details, property details etc., the care and concern regarding entries will be high degree so the accuracy will be more. This will result in reduction of post registration events like edit indexes. This will also result in accuracy of EC on the given property.
- ii) **Reduction in waiting time of parties in Registry Office:** In the registration process, the time consumed by data entry to generate check slips is considerable. It may take 10-20 minutes of time for each document. As this job is done by the parties before physical presentation of document, the job of the SRO becomes easy and the SR consumes the data fed by the parties through PDE and it will automatically generate the Check Slip and going to be part of indexes. So, the parties need not wait in SRO a long time.

- iii) **Reducing the burden on the SRO:** The SRO need not feed all the details to generate the check slip. The SR may verify the details already received through PDE with a unique number with that of details in the document. If the details are fully tallied, the SR may accept the details; if the details are not tallied he may edit the details at his end and generate check slip. So, the burden of the SRO is greatly reduced because of PDE.
- iv) The parties can **prepare the documents** through the module, if they so desire.
- v) It **facilitates monitoring** as all applications are captured and stage wise monitoring is facilitated.

After careful examination of the above, it is decided to implement the said recommendation. Accordingly, it shall be mandatory for the parties to file Application online for the following types of documents (all sub classifications of them) viz., i) sale, ii) gift, iii) mortgage and iv) lease/rent. The Sub-Registrars shall give wide publicity through press and other channels that submission of document details in respect of above documents is mandatory from 24.7.2017. The parties may also calculate the fees applicable and pay the same online, book a time slot for presentation of document and complete the registration process in the same flow of the designated module. The above service is available on the Department Portal viz., <http://registration.telangana.gov.in>

The parties can pay fees online through eSTAMPS and for certain documents they may even prepare document on their own as part of the work flow or by using editable templates available on web portal. The department owns no responsibility regarding covenants of the document and the parties may use the template as a model or they may opt for not using the template.

User Guide in pictures is enclosed herewith clearly depicting the process from the user side and CCA side.

The SRs are directed to ensure that the parties submit online application through PDE for the above mentioned documents without any exception and that no such document shall be accepted unless application has been made ONLINE through PDE. The parties who do not have access to the web portal of the department may use Mee Seva Centres for submission of the Application ONLINE as it is one of the classified services of Mee Seva (Sl.No.93). The extract of Mee Seva Services of the department is furnished hereunder:

MEE SEVA SERVICES - REGISTRATION AND STAMPS DEPARTMENT

88	1	REGISTRATION & STAMPS	Encumbrance Certificate
89	2		Certified Copy of Registration Document
90	3		Certified Copy of Bye-laws
91	4		Certified copy of Certificate of Registration Firms
92	5		Certified copy of Certificate of Registration Societies
93	6		Pre-Registration / Slot Booking
94	7		Registration of Society

95	8	Registration of Firm
96	9	Firm name Change
97	10	Dissolution of firm
98	11	Amendments of society
99	12	Submission of Appeal
100	13	Pre-Registration - Data Entry and Slot Booking(Agriculture)
101	14	Pre-Registration - Data Entry and Slot Booking(Flat)
102	15	Pre-Registration - Data Entry and Slot Booking(House)
103	16	Pre-Registration - Data Entry and Slot. Booking(Plot)

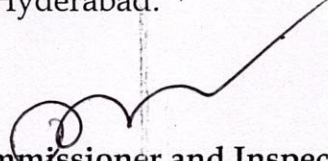
The District Registrars and Deputy Inspectors General are requested to ensure that these instructions are implemented scrupulously. Any deviation will be viewed seriously.

Encl: User Guide.

**Sd/- Ahmad Nadeem,
COMMISSIONER & INSPECTOR GENERAL,
REGISTRATION AND STAMPS, TELANGANA.**

To

All the Sub-Registrars, District Registrars, DIGs and all C&IG Office Officers.
Copy to Director, Mee Seva, Telangana, Hyderabad.
Stock File.


for Commissioner and Inspector General (R&S)

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