



## **Business Reform Action Plan 2016 Response by Government of Maharashtra**

### **Area 3d: Property Registration**

**57:** Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site

**Response:** **Yes**

**Remarks:**

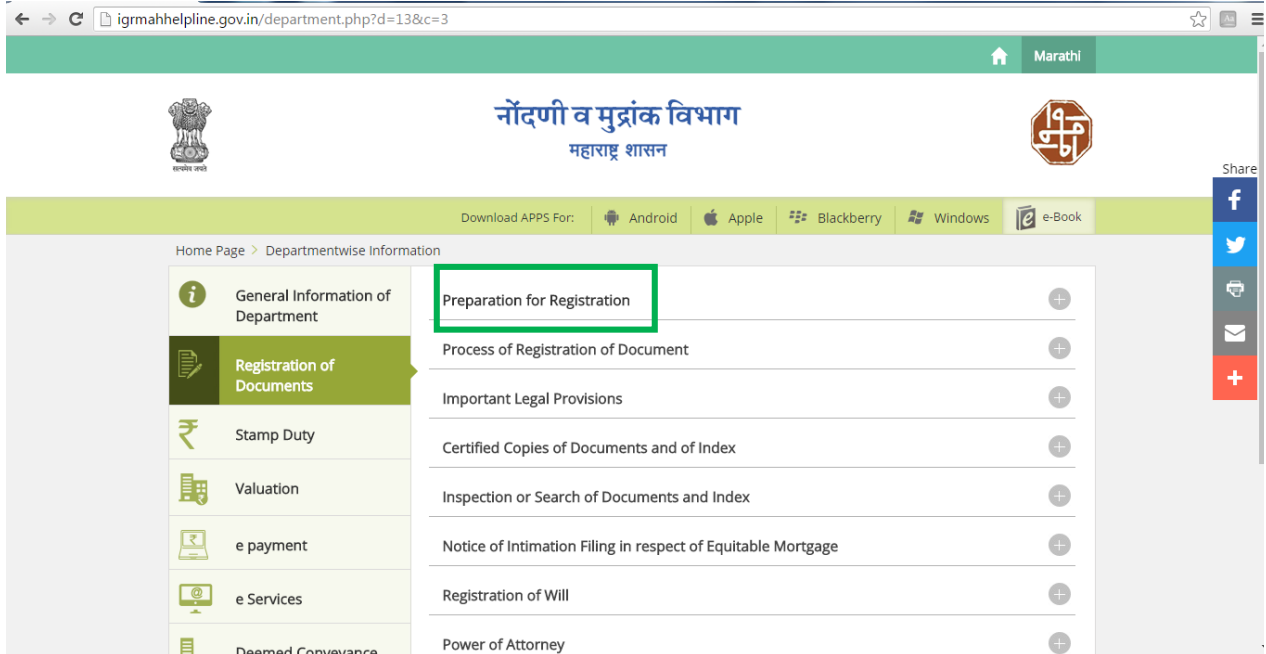
Go to [www.igrmaharashtra.gov.in](http://www.igrmaharashtra.gov.in) under Citizen's Area go to FAQs - > Registration of Documents.

Click on "Preparation for Registration."

Click on "General Information"

Click on Q3 and Q5 as highlighted in the screenshot for procedure and comprehensive list of documents required for property registration respectively.

**Supporting Documents:**





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The screenshot shows the IGR Maharashtra website interface. The browser address bar displays 'igrmahhelpline.gov.in/department.php?d=13'. The page header includes the Government of Maharashtra logo and the text 'नोंदणी व मुद्रांक विभाग' (Registration and Stamping Department) and 'महाराष्ट्र शासन' (Government of Maharashtra). A navigation bar offers options to download apps for Android, Apple, Blackberry, Windows, and e-Book. The main content area is titled 'Departmentwise Information' and features a sidebar with categories like 'General Information of Department', 'Registration of Documents', 'Stamp Duty', 'Valuation', 'e payment', 'e Services', and 'Deemed Conveyance'. The 'Registration of Documents' category is expanded, showing a list of sub-topics: 'Preparation for Registration', 'Verification of Title of Property', 'Preparing Documents for Registration', 'Draft of Document', 'Necessary Fees for Registration of Documents and Payments of Fees', 'Registration Fee', 'Document Handling Charges', 'Data Entry Charges', and 'Time Booking for Registration of Document'. The 'Preparation for Registration' item is highlighted with a green box.

The screenshot shows the 'General Information' page for 'Preparation for Registration'. The browser address bar displays 'igrmahhelpline.gov.in/faq.php?d=13&mc=1&c=1'. The page header includes the Government of Maharashtra logo and the text 'नोंदणी व मुद्रांक विभाग' (Registration and Stamping Department) and 'महाराष्ट्र शासन' (Government of Maharashtra). The main content area is titled 'General Information' and contains a list of questions and answers. The third question is highlighted in red: '3. What preparation is necessary to be made by the parties for registration of document?'. The answer to this question is: 'It is necessary for the parties to make preparations in advance for registration of document generally in the following way: 1. To write the document in respect of the transaction, 2. To compile/collect necessary papers and permissions according to category of document for registration of document, 3. If the Stamp Duty of the document is dependent on the market value of the property (e.g. conveyance) then to determine the valuation of the property, 4. To pay Stamp Duty payable on document as per Stamp Act, 5. To make advance preparation to remit payable Registration Fee, 6. To execute (to sign) the document in the presence of witnesses, 7. After complying with requirements as given above, to save the time for registration of document the parties can use the following facilities made available by the Department. A. Through the Public Data Entry facility, to make online data entry of all the information necessary for registration of document. B. Through the e-Step in facility, to book time slot from the concerned office of the Sub Registrar for registration of document. 8. The document can be presented for its registration to the office of Sub Registrar within four months from signing.' A 'Print' button is visible next to the answer. The fourth and fifth questions are also visible: '4. What is meant by execution of document?' and '5. What different papers are necessary to be taken along with in the office of Sub-Registrar for registration of document?'.



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1. What is meant by Document Registration? +

2. Before carrying out the desired transaction, on what matters the citizens are expected to verify / satisfy themselves? +

3. What preparation is necessary to be made by the parties for registration of document? +

4. What is meant by execution of document? +

5. **What different papers are necessary to be taken along with in the office of Sub-Registrar for registration of document?** -

While going to the office of Sub Registrar for registration of document, it is necessary to carry along the following papers- 1. The original document with proper Stamp Duty and bearing signatures of all parties. 2. If Stamp Duty and Registration Fee has been paid through e-Payment system, the proof thereof. 3. Identity cards with photos of all parties who will be present to admit the execution. 4. Persons who will identify the parties and Identity cards with photos of such persons. 5. Necessary papers according to category of document. 6. Amount to be paid in cash as Document Handling Charge at the rate of Rs. 20/- per page depending on the number of pages in the document to be registered. 7. If the Power of Attorney holder has executed the document on the basis of Power of Attorney or if the document executed by the Principal Person is being presented for registration and/or admission is being given on behalf of the original executor on the basis of Power of Attorney, then the original Power of Attorney showing such right, its true copy and declaration to be given in prescribed form regarding existence of the said Power of Attorney. 8. If the Public Data Entry option has been used, then the 11 digit number obtained through it and print-out of pre-registration summary. If Public Data Entry has not been made, then the Input Form mentioning information of document and the amount to be remitted in cash in the office of Sub Registrar as Data Entry Charge at the rate of Rs.20/- 9. If time slot is booked through e-Step in system, the receipt thereof.

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