Procedure for Downloading the copy of Registered Document:- There are two ways of doing it in the SAMPADA application

- 1. Procedure A Used if user know e-registered document number
- 2. Procedure B- Used if user don't know e-registered document number

Procedure A:-

Step:1 PI select the option "Document search/certified copy" and click on "doc search type A"



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Step:2 Now click on "New Search" link.

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Step:3 Pl click on radio button "E-registration Number".

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Step:4 Pl enter your document number in the text field and click on "submit" button.

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Reference ID	CERTIFIEL	DCOPY0405201615098				
REGISTRATION DETAILS	RATION DETAILS					
e Registration Number	MP030012016A1000234					
Estamp Code	01010523042016000058					
Application Number	23041600	10062				
TRANSACTING PARTY DE	TAILS					
BUYER-SELF DETAILS			L to at			
Organization Name	test	Authorized Person Name	test			
Address	test	District	BHOPAL			
State	Madhya Pradesh	Country	INDIA			
Phone Number		Mobile Number	99999999999			
SELLER-SELF DETAILS			L to at			
First Name	test	Middle Name	test			
Last Name	test	-				
Gender	м	Age	33			
Father's Name	test	Mother's Name				
Spouse Name		Caste				
Religion		Nationality	test			
Physically Challenged						
Address	test	City	BHOPAL			
State	Madhya Pradesh	Country	INDIA			
Postal Code		Phone Number				
Mobile Number	988888888	Primary Email Address	ste@test.com			
Photo ID Proof	ZXZ					
Share of Property(%)						
PROPERTY DETAILS						
District	BHOPAL	Tehsil	HUZUR			
Type Of Area	URBAN AREA	Sub Area Type	NAGAR NIGAM BHOPAL			
Vikas Khand (development block)		R. I. Circle				
Ward/Patwari Halka	AYODHYA NAGAR 68	Ward/patwari Halka Name	AMRAT ENCLAVE			
Address		test				
Property Type		PLOT				
PROPERTY MAP						
View Property Map						
OTHER DETAILS						
Document Details	View First P	Page Of Registered Deed Doc				
REQUISITION FEE						
Total Fee			2			
Already Paid Fee (INR)			0.0			
Payable Fee (INR)			0.0			
	Download Cer	tified Copy Cancel				

Step:5 Now you can see the Parties and property details.

Step:6 If you want to see the property map than Pl click on "<u>View Property Map</u>" link

Step:7 If you want to see the property map than PI click on "<u>View First Page Of Registered Deed Doc</u>" link

Step:8 Now if you want to download the Certified copy of the document than PI click on "Download Certified Copy".



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Step:9 PI pay the required fee to download the certified copy either by "online" or "challan" or by "credit limit", here we select the "credit limit" option.

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Step:10 Pl click on "Payment" button.

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		Credit Limit Mode: Available only to Authorized Service Providers/Service Provider Banks. All the payments /Challans in SAMPADA should be system generated , payments made through manual challan would not be considered in SAMPADA. Online payments will work only if the language selected on the login page in English. If you service logged in Hindi language and you wish to make online payment, please logout and select Englisher surveyore of works.	
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Step:11 click on "Ok" button.

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Step:12 payment process completed successfully.

Step:13 Now again login with user id and password.

Step:14 Now again select "Document search/certified copy" option and click on "doc search type A" as shown in below screen.



Step:15 Pl click on "**Reference ID**" following below screen will be shown by the application.

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Duty Calcu	ulation	SEARCH CONFIDENTIAL	DETAILS			
F-Stamps		Reference ID	CERTIFIE	DCOPY0405201615098		
Service Pro	rovider	REGISTRATION DETAILS	5			
Clat Darahi		e Registration Number	MP05001	2016A1000254		
SIDE BOOKI	ing .	Estamp Code	01010523	3042016000058		
Document Consult (Co	t	Application Number	23041600	00062		
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Registratio	ion Process	Organization Name	test	Authorized Person Name	test	
Supplement	intary .	Address	test Madhua Daadaah	District	BHOPAL	
Document	ts	State	Madnya Pradesh	Country	INDIA 0000000000	
User Accou	ount	SELLER-SELE DETAILS		Pioblie Number	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Manageme	ient	First Name	test	Middle Name	test	
Payments	•	Last Name	test	Thouse Hume		
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		Father's Name	test	Mother's Name		
		Spouse Name		Caste		
		Religion		Nationality	test	
		Physically Challenged				
		Address	test	City	BHOPAL	
		State	Madhya Pradesh	Country	INDIA	
		Postal Code		Phone Number		
		Mobile Number	9888888888	Primary Email Address	ste@test.com	
		Photo ID Proof				
		Share of Property(%)				
		PROPERTY DETAILS	PHOPAL	walked.	101700	
		District	BRUPAL	Tensii	NAGAR NIGAM	
		Type Of Area	URBAN AREA	Sub Area Type	BHOPAL	
		Vikas Khand (development block)		R. I. Circle		
		Ward/Patwari Halka	68 68	Ward/patwari Halka Name	AMRAT ENCLAVE	
		Address Droporty Typo		PLOT		
		OTHER DETAILS		1001		
		Document Details	View First 8	Page Of Registered Deed Doc		
		REQUISITION FEE				
		Total Fee			2	
		Already Paid Fee (INR)			2.0	
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Step:16 Now click on "download certified copy" link.

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Step:17 now click on "click here" link. Certified copy downloaded successfully.

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	SR Name		Neeraj Keshwani			
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Procedure B:-

Step:1 Pl select the option "Document search/certified copy" and click on "doc search type B"



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Step:2 Now click on "New Search" link.

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Step:3 PI Select the district from drop down option where document was registered .

Step:4 Pl select the radio button "Search Document registered after 15/12/2014 (Registered through SAMPADA)".

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		Khasra Number REFINE SEARCH ON THE	BASIS OF TRANSACTIN	G PARTY DETAILS (OPTIC	DNAL)		
		Transacting Party First Name		Transacting Party Middle Name			
		Transacting Party Last Name					
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		Transacting party address					
		Total Fee Already Paid Fee (INR)	0.0				
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Step:5 PI select duration in which your document was registered (from and to date , from date option.)

Step:6 If you know the remaining details like ward /patwari or gram/moholla/colony or parties details than PI enter the same and click on "submit" button .(these are optional field)



Step:7 Now select your document number and click on "submit" button.



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Address	test	District	BHOPAL			
State	Madhya Pradesh	Country	INDIA			
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Last Name	test	-				
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Spouse Name		Caste				
Religion		Nationality	test			
Physically Challenged						
Address	test	City	BHOPAL			
State	Madhya Pradesh	Country	INDIA			
Postal Code		Phone Number				
Mobile Number	988888888	Primary Email Address	ste@test.com			
Photo ID Proof	ZXZ					
Share of Property(%)						
PROPERTY DETAILS						
District	BHOPAL	Tehsil	HUZUR			
Type Of Area	URBAN AREA	Sub Area Type	NAGAR NIGAM BHOPAL			
Vikas Khand (development block)		R. I. Circle				
Ward/Patwari Halka	AYODHYA NAGAR 68	Ward/patwari Halka Name	AMRAT ENCLAVE			
Address		test				
Property Type		PLOT				
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View Property Map						
OTHER DETAILS						
Document Details	View First P	Page Of Registered Deed Doc				
REQUISITION FEE						
Total Fee			2			
Already Paid Fee (INR)			0.0			
Payable Fee (INR)			0.0			
	Download Cer	tified Copy Cancel				

Step:8 Now you can see the Parties and property details.

Step:9 If you want to see the property map than Pl click on "<u>View Property Map</u>" link

Step:10 If you want to see the property map than Pl click on "<u>View First Page Of Registered Deed Doc</u>" link

Step:11 Now if you want to download the Certified copy of the document than Pl click on "Download Certified Copy".



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Step:12 PI pay the required fee to download the certified copy either by "online" or "challan" or by "credit limit", here we select the "credit limit" option.

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Step:13 Pl click on "Payment" button.

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Step:15 payment process completed successfully.

Step:16 Now again login with user id and password.

Step:17 Now again select "Document search/certified copy" option and click on "doc search type B" as shown in below screen.

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