



USER MANUAL

Property Registration Land Administration and Transfer of Land and Property (Citizen)

Department Of Revenue

URL:

Homepage:

https://ngdrshp.gov.in/NGDRS_HP_LIVE/

Online Mandate Order

<https://emerginghimachal.hp.gov.in//themes/backend/uploads/notification/OfficeMandate.pdf>



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1. Submission of Application

Visit National Generic Document Registration System (NGDRS) URL:

https://ngdrshp.gov.in/NGDRS_HP_LIVE/

National Generic Document Registration System
Department of Land Resources - Government of India
Department of Revenue, Government of Himachal Pradesh

Citizen / Operator
Login Register

Organization / SRO
Login

Our Reach : Andaman & Nicobar Island

FEATURES

- ✓ NGDRS provides registration services to the citizens, registration department and its allies
- ✓ Services like property valuation, citizen portal, Registration of properties, appointments are provided
- ✓ SMS / Email alerts are given to the citizens
- ✓ Search of legacy data is provided
- ✓ Dashboard for all stakeholders
- ✓ Fully configurable and customizable for any state specific practices
- ✓ Introduction of esign and biometric authentication in registration process
- ✓ Multilingual and customizable workflow
- ✓ Time bound services for citizens including pre appointments, document uploads
- ✓ NGDRS facilitates integration for e-payments, Land records, e-stamping and other related databases
- ✓ Single sign-on
- ✓ Cloud enabled
- ✓ Aadhar authentication (subject to conditions)

NGDRS

One Nation One Software
A generic software developed for registration of properties

Software developed for valuation, registration and allied processes involved in buy and sell of properties

Citizen empowerment, by enabling property valuation on a click and allied processes (Ease of doing business)

All registration stake holders on single platform

Citizen will register first and then login with the credentials to apply for Online Property Registration

NGDRS

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Login Citizen

Sign in to start your session

Enter Username

Enter Password

Enter Captcha

DFIASP

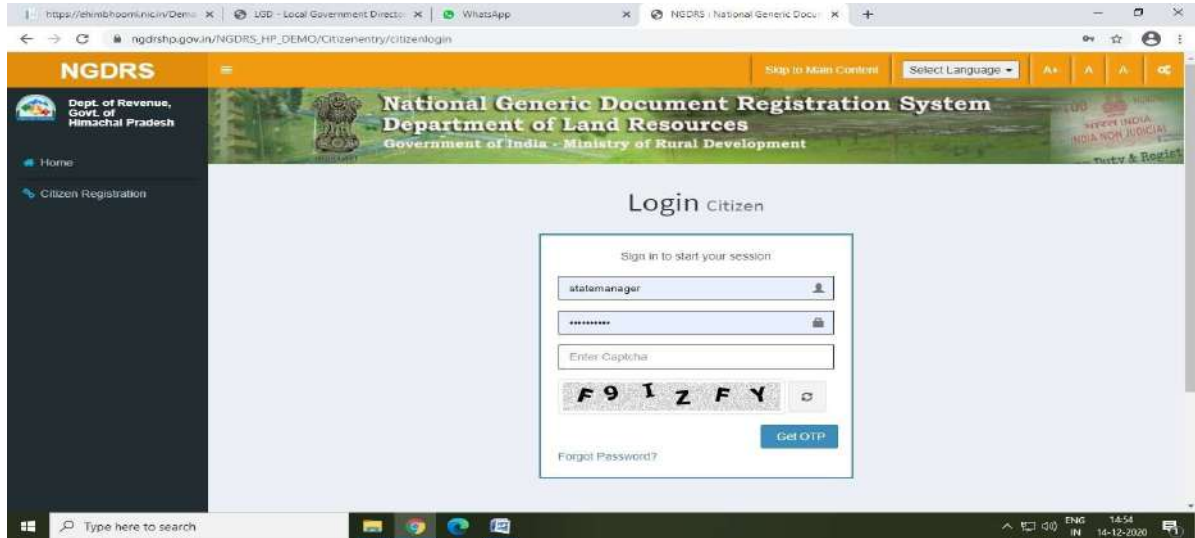
Get OTP

Forgot Password?

Home
Citizen Registration



Applicant will then need to login with the authentic credentials as shown below



The below screen/dashboard will appear. The applicant will then need to Navigate to Document Entry tab for Submission of application for Property Registration





Below Page will appear, applicant will then need to click on “New Document Entry”

Select	Pre Reg. No.	Article	Document Title	Revenue Location	Status	Pre Reg. Summary	Appointment
Select	2020000001044	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimla , Kumharsain , Daru	Data Entry	PDF	
Select	2020000000854	Will	Will in favour of legal hier		Submitted	PDF	11-11-2020
Select	2020000000840	Will	Will in favour of legal hier		Data Entry	PDF	
Select	2020000000837	3 - Adoption Deed (other than Will) & Authority to adopt	Adoption Deed		Data Entry	PDF	
Select	2020000000777	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimla , Kumharsain , Jal	Registration Process	PDF	06-11-2020
Select	2020000000738	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimla , Kumharsain , Dharori	Registration Process	PDF	03-11-2020
Select	2020000000732	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimla , Shimla Urban , Up Mohal Ridge	Data Entry	PDF	

Applicant will need to provide all the required information asked in different tabs

General Information

Document Information

Pre Reg. No. :- 2020000001044

Local language For Data Entry: English

Article*: 23 - Conveyance/Sale deed

Document Execution Type*: Document Executed in India

No. Of Pages Of Annexure*: 10

ID Proof Of Deed Writer*: -

Date of Execution*: 21-11-2020

Reference Doc No./Registration No.: YES

Advocate Name[ENGLISH]: YOG RAJ

Link Office Name: --select--

Link Document Date: 21-11-2020

Total No. of Pages (Deed)*: 10

Document Title: In favour of Agriculturist

Name Of The Deed Writer: TEST - Citizen

Reference/Registered Doc.Date: 21-11-2020

Link Document Number: SRO-CHAMBA



ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/generalinfoentry/26553812663631

Link Office Name: Link Document Number:

Link Document Date:

Document Submission Office Details

District*:

Sub Registrar Office Name*:

Status

- A- General Info
- B- Property Details
- C- Party
- D- Witness
- E- Identifier
- F- Fee Calculation
- H- Upload Document

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Invalid image, or error downloading

Top

Citizen to upload the required documents for “Online Property Registration”

https://ahimbhoomi.nic.in/Demo... x LGD - Local Government Director... x WhatsApp... x NGDRS | National Generic Docum... x

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/generalinfoentry/26553812663631

Link Office Name: Link Document Number:

Link Document Date:

Required Upload Document List

Sr No.	Document Name
1	Agriculturist Certificate of the Purchaser
2	Copy of latest RoR
3	Copy of Circle rates of land or Structure Rate
4	Copy of Talima if transaction of Specific area of Khasra Number
5	Affidavit of the purchaser regarding age/status of structure and distance of structure/land from specific road
6	If through GPA, copy of GPA and additional affidavit regarding non-revocation of GPA and to the effect that the executant of the GPA is still alive
7	Document For Minor Seller

Status

- A- General Info
- B- Property Details
- C- Party
- D- Witness
- E- Identifier
- F- Fee Calculation
- H- Upload Document

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Invalid image, or error downloading

Top





The applicant then need to fill in “Property Details”

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/property_details/26553812663631

NGDRS SRO - Chamba Stop to Main Content Select Language citizenchamba

A- General Info **B- Property Details** C- Party D- Witness E- Identifier F- Fee Calculation G- Pre-Registration summary

H- Upload Document I- Data Submission J- Appointment

Pre Reg. No. :- 2020000001044 Already have valuation? -

Property Valuation Help

District * Area Type * Tehsil/Sub Tehsil * Revenue Village *

Mandi -select- -select- -select- -select-

Revenue Location -select- QView Rate

Search... Property Usage

- Land with structure
- Structure
- Land
- Land with structure - OLD

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/property_details/26553812663631

Property Attributes Land Record data fetching attributes

--Select-- Khewat Number Khatauni Number Khasara Number Add

Selected Attribute	Khewat Number	Khatauni Number	Khasara Number	Action
View LR Data				

Check Property Evaluation Save

Property Details

Show 1 to 2 entries Search

Property Details	Revenue Village	Revenue Location	Property Attributes	Usage Category	Action
	Daru	Up To 100 => Other Roads		Land	View Valuation Edit Delete
	Kaunthu	Up To 100 => State Highway Road		Land	View Valuation Edit Delete

Showing 1 to 2 of 2 entries Previous 1 Next Top

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/party_entry/26553812663631

Party Help

Pre Reg. No. :- 2020000001044

Note:1: English data entry is compulsory.
Note:2: Data entry of both parties is compulsory and set one party as Presenter compulsory. **Note:4:** As Identitie preference should be given to Nambardar or Public representative or Advocate or Resied and Serving employee.
Note:6: Writer of the deed cannot be the identifie

Select Party Type: Sober Select Party Category: Individual

List Of Properties

Show 5 entries Search

Sr. No.	Revenue Location	Usage Category	Property Details	Action
1	Daru	Land		<input type="radio"/>
2	Kaunthu	Land		<input type="radio"/>

Showing 1 to 2 of 2 entries Previous 1 Next Top

Is Executor? -? Yes No Top



STAMP DUTY CALCULATION

Under the F-Fee Calculation tab, the applicant will enter the Consideration amount / Secured Amount of property and then click on the button Calculate and Save

The screenshot shows the 'Stamp Duty/Registration Charges/Other Charges' form in the NGDRS system. The 'Pre Reg. No.' field is highlighted with a red box. Below it, the 'Stamp Duty Calculation' section shows a dropdown for 'Fee Rule' set to 'Conveyance or Sale or Assignment of Conveyance'. A table lists property details:

Property ID	Property Details	Usage Category	Revenue Location
1485		Land	Daru
1486		Land	Kaunthru

Below the table, the 'Stamp Duty Calculation' section has a field for 'Consideration Amount/ Secured Amount' with the value 2500000. A 'Calculate & Save' button is located at the bottom right of this section.

2. Payment of Application Fee

ONLINE PAYMENT OF STAMP DUTY & REGISTRATION FEE

The screenshot shows the 'Fee Calculation' summary page. It includes a table for 'Fee Rule: Pasting Fee' and 'Fee Rule: Conveyance or Sale or Assignment of Conveyance'. The total amount is 2,00,000. The 'Online Pay' field is set to 200010 and the 'Counter Pay' field is set to 0. The 'Save & Next' button is visible at the bottom.

Fee Rule	Description	Amount
1	Pasting fee	10
Total		10
Fee Rule: Conveyance or Sale or Assignment of Conveyance		
1	Stamp Duty	1,50,000
2	Registration Fee	50,000
Total		2,00,000

Online Pay: 200010 Counter Pay: 0 Total Amount: 200010

Fee Exemption: Have Exemption? Yes No

Online Pay: 200010 Fee Exemption: 0 Online Pay Total Amount: 200010

Buttons: Save & Next, Cancel



INTEGRATION WITH HIMKOSH FOR ONLINE PAYMENT OF STAMP DUTY & REGISTRATION FEE

Browser: https://ehimbhoomi.nic.in/Demo/ LGD - Local Government Director WhatsApp https://himkosh.hp.nic.in/ehallo/

himkosh.hp.nic.in/ehalloan/WebPages/wrfManauOnlineGuestUser.aspx

WELCOME, YOU ARE LOGIN AS - GUEST LOGOUT

IFMIS - Government Receipts Accounting System
Treasuries, Accounts and Lotteries, Finance Department, G.O.P.

My Transactions

eChallan - Challan Payment Gateway

PAYMENT DETAIL		PAYEE DETAIL							
DEPARTMENT*	IG of Registration	TENDER BY*							
DIST / TREASURY*	CHAMBA-DTO CHAMBA	ADDRESS*							
DDO*	CHMOO-537 TEHLIGAR CHAMBA	EMAIL							
HEAD(HQA)*	0030-09-104 FEES FOR REGISTERING DOCUMENTS	MOBILE*							
DEPT REENO	License/Permit/TDU/Registration etc.	PERIOD FROM	To						
REMARKS	Token: 2020000001027								
SERVICE(s)*	<table border="1"> <thead> <tr> <th>Code</th> <th>Payment (B. Service)</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>0030-09-104-01</td> <td>RECEIPT FROM REGISTERING OF DOCUMENTS</td> <td>1196</td> </tr> </tbody> </table>	Code	Payment (B. Service)	Amount (Rs.)	0030-09-104-01	RECEIPT FROM REGISTERING OF DOCUMENTS	1196		
Code	Payment (B. Service)	Amount (Rs.)							
0030-09-104-01	RECEIPT FROM REGISTERING OF DOCUMENTS	1196							
PAY MODE*	Net-banking	TOTAL AMOUNT (₹)	3399 (Three Thousand One Hundred Eighty)						

Browser: https://ehimbhoomi.nic.in/Demo/ LGD - Local Government Director WhatsApp NGDRS : National Generic Docu

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/pre_registration_docket/26553812663631

Data Submission Appointment

Download PDF

Pre Registration Docket

Date : 14-12-2020 03:13 pm

Office Name : SRO - Bah
Token No: 2020000001044

Article	23 - Conveyance/Sale deed
Deed Sub-title	In favour of Agriculturist
Document Registration Date	21-Nov-2020
No. of Deed Pages	10
No. of Annexure Pages	10
Total Charges Payable	₹10/-

Fee Rule: Pasting Fee		
1	Pasting fee	10
Total		10

Fee Rule: Conveyance or Sale or Assignment of Conveyance		
1	Stamp Duty	1,50,000
2	Registration Fee	50,000
Total		2,00,000

Property Id: 1

Village Name	Daru, Kumharsain, Shimla
Market Value	₹1477500/-
Consideration Amount	₹2500000/-

NGDRS HP

Type here to search

ENG IN 15:08 14-12-2020



https://himachalpradesh.gov.in/NGDRS/HP_DEMO/Citizenentry/pre_registration_docket/26553812663631

Market Value	₹1477500/-
Consideration Amount	₹2500000/-

Property Id: 2

Village Name	Kaunthru, Kumharsain, Shimla
Market Value	₹1850000/-
Consideration Amount	₹2500000/-

Declaration/Verification

All the entries made above, have been verified by us and have been found same as the entries of the document presented.
 Disclaimer: We hereby declare that all the contents of the original documents and other uploaded document (s) are exactly the same and all the information provided by us is true to the best of our knowledge. The details of property (ies) have been verified at the time of entry.
 It is further declared that the above property is free from all encumbrances and no bar has been put by any court of law for the transaction of above property. We are fully satisfied with the above verification and hence proceeding further for registration of this document.

Executant(s) _____ Claimant (s) _____ Document Writer/Advocate _____

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Pre Registration Docket

Date :- 14-12-2020 03:58 pm

Office Name :- SRO - Baih
 Token No:- 20200000001044

Article	23 - Conveyance/Sale deed
Deed Sub-title	In favour of Agriculturist
Document Registration Date	21-Nov-2020
No. of Deed Pages	10
No. of Annexure Pages	10
Total Charges Payable	₹10/-

Fee Rule:Pasting Fee		
1	Pasting fee	10
Total		10
Fee Rule:Conveyance or Sale or Assignment of Conveyance		
1	Stamp Duty	1,50,000
2	Registration Fee	50,000
Total		2,00,000

Property Id: 1

Village Name	Daru, Kumharsain, Shimla
Market Value	₹1477500/-
Consideration Amount	₹2500000/-

Property Id: 2

Village Name	Kaunthru, Kumharsain, Shimla
Market Value	₹1850000/-
Consideration Amount	₹2500000/-

Declaration/Verification

All the entries made above, have been verified by us and have been found same as the entries of the document presented.
 Disclaimer: We hereby declare that all the contents of the original documents and other uploaded document (s) are exactly the same and all the information provided by us is true to the best of our knowledge. The details of property (ies) have been verified at the time of entry.
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Executant(s) _____ Claimant (s) _____ Document Writer/Advocate _____



Uploading Documents

File Uploaded Successfully

Pre Reg. No.: 202900800727

Common Upload Documents

Note:1: Red Star(*) Indicates Mandatory Document
Note:2: #uploaded@name

Document Title	Select	Download	Action
Agriculturist Certificate of the Purchaser *	Choose File [File Not Chosen]	Download	Upload/Update
Copy of latest RiR *	Choose File [File Not Chosen]	Download	Upload/Update
Copy of Circle rates of land or Structure Rate	Choose File [File Not Chosen]		Upload/Update
Copy of Tatima if transaction of Specific area of Khazra Number	Choose File [File Not Chosen]		Upload/Update
Affidavit of the purchaser regarding agr/status of structure and distance of structure/land from specific road *	Choose File [File Not Chosen]	Download	Upload/Update
If through GPA, copy of GPA and additional affidavit regarding non-revocation of GPA and to the effect that the executant of the GPA is still alive	Choose File [File Not Chosen]		Upload/Update
Document For Minor Seller	Choose File [File Not Chosen]		Upload/Update

Applicant needs to make sure that all levels should be filled completely otherwise system won't allow for final submission of application.

Final Submission

Pre Reg. No.: 202900800727

Please verify completion of all Levels of registration. Please check status bar and entry for both parties.

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Final Submission

Pre Reg. No.: 202900800727

Submit Application

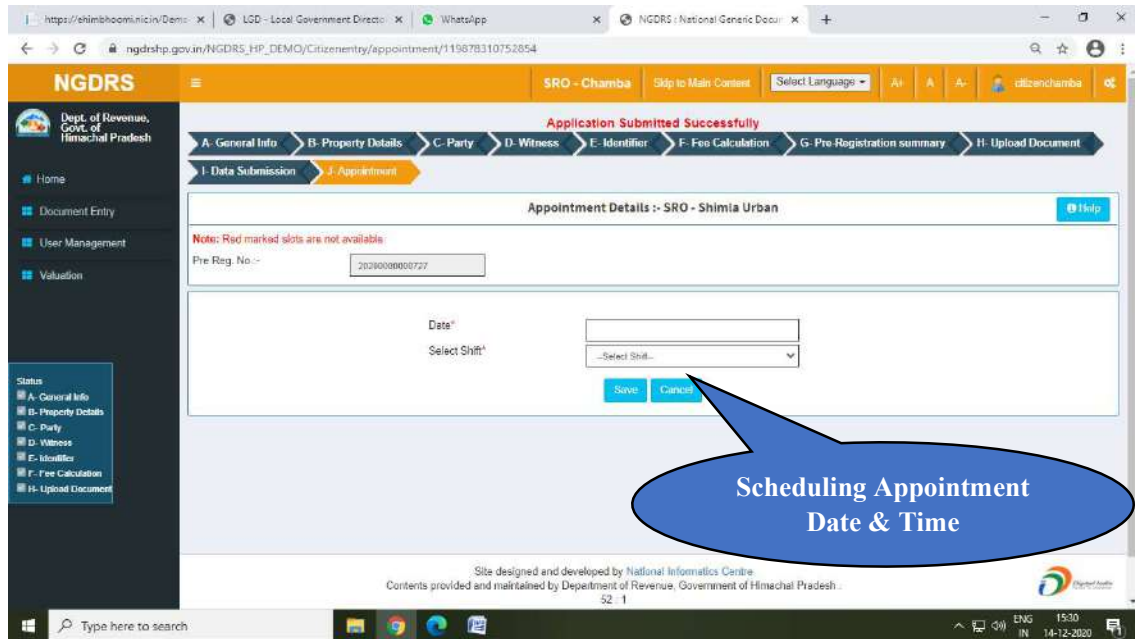
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Application Submitted Successfully

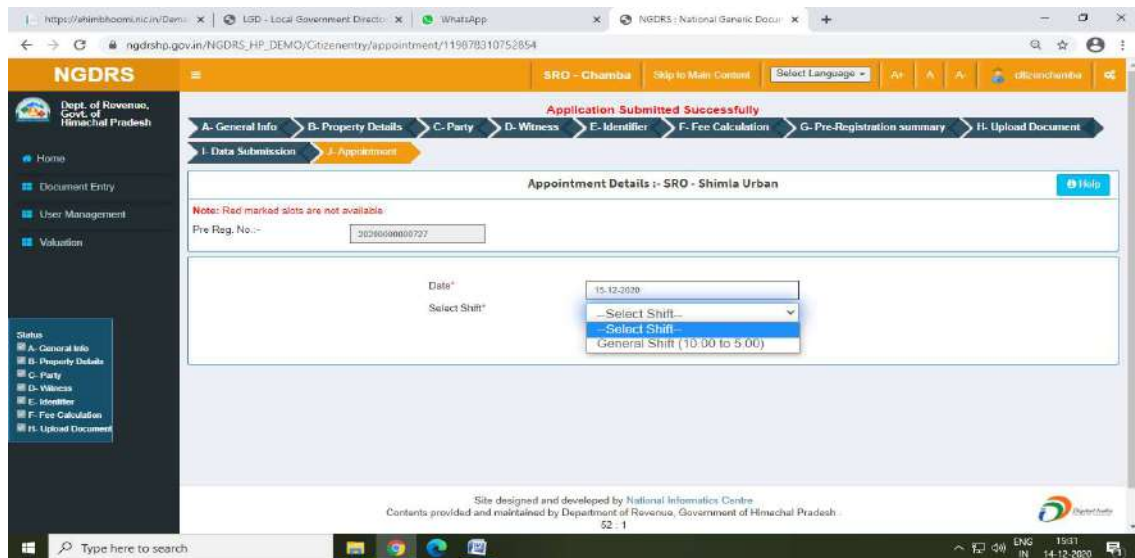


3. Online Generation Of Appointment

Applicant can schedule appointment time and date at concerned SRO



The applicant can schedule the date and time as highlighted below:





Timeslot selected

Appointment Details - SRO - Shimia Urban

Note: Red marked slots are not available

Pre Reg. No :- 2020000000727

Date* 15-12-2020

Select Shift* General Shift (10.00 to 5.00)

Note 1: Lunch time from 1:30 To 2:00
Note 2: Talkal time from 10:00 To 13:00

10:00-11:00 AM	11:00-12:00 PM	12:00-01:00 PM	01:00-02:00 PM	02:00-03:00 PM	03:00-04:00 PM
○○○○○	○○○○○	○●○○○	○○○○○	○○○○○	○○○○○
04:00-05:00 PM					
○○○○○					

Save Cancel

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Appointment Slot Selected successfully with concerned SRO

Slot allocated Successfully

Document Entry

Show 10 entries

Select	Pre Reg. No.	Article	Document Title	Revenue Location	Status	Pre Reg. Summary	Appointment
Select	2020000001044	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Kumbharsain , Deru	Data Entry	PDF	
Select	2020000000854	Will	Will in favour of legal hier		Submitted	PDF	11-11-2020
Select	2020000000840	Will	Will in favour of legal hier		Data Entry	PDF	
Select	2020000000837	3 - Adoption Deed (other than Will) & Authority to adopt	Adoption Deed		Data Entry	PDF	
Select	2020000000777	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Kumbharsain , Jal	Registration Process	PDF	06-11-2020
Select	2020000000738	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Kumbharsain , Dhanoli	Registration Process	PDF	03-11-2020
Select	2020000000732	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Shimia Urban , Up Mehal Ridge	Data Entry	PDF	
Select	2020000000727	40 - Mortgage Deed	Where possession is given - in favour of Agriculturist	Shimia , Shimia Urban , Up Mehal Ridge	Submitted	PDF	15-12-2020 Rashhodula Appointment
Select	2020000000722	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Shimia Urban , Up Mehal Lekkar Bazar	Data Entry	PDF	