



USER MANUAL

Property Registration Department of Revenue

URL:

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

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SUPPORTING DOCUMENTS

(Requirement of Gift Deed)

1. Nakal of Jamabandi
2. Circle Rate
3. Agriculture certificate of the donee or permission U/s 118 of HPTRA whichever is applicable.
4. Affidavit/Self Declaration of Donor and Donee regarding distance of land from road.
5. ID Proof of Donor and Donee
6. PAN Card of Donor/Donee Optional
7. Valuation of built up structure from register valuator in case gift includes built up area.
8. Copy of approved map if built up area is within municipal limits
9. Copy of Tatima (If Tatima registry)

(Requirement of Lease Deed)

1. Nakal of Jamabandi
2. Circle Rate
3. Agriculture Certificate of the Lessee of Permission U/s 118 of HPTRA whichever is applicable , if required
4. Affidavit/Self declaration of Lessor and Lessee regarding distance of land from road.
5. ID proof of Lessor and Lessee
6. PAN Card of Lessor and Lessee (Optional)
7. Valuation of built up structure from register valuator in case lease includes built up area.
8. Copy of approved map if built up area is within municipal limits
9. If Leased land is Govt. Land, copy of lease sanction Letter.

(Requirement of Sale Deed)

1. Nakal of Jamabandi
2. Circle Rate
3. Agriculture Certificate or Permission U/s 118 of HPTRA whichever is applicable
4. Affidavit/Self Declaration of Seller and Purchaser regarding distance of land from the road.
5. ID proof of Seller and Purchaser
6. PAN card of Seller and Purchaser (Optional)

7. Valuation of built up structure from registered valuator in case sale includes built up area.
8. Copy of approved map if built up area is within municipal limits
9. Copy of Tatima (If Tatima registry)

(Requirement of Lease Deed)

1. Name of the Document
2. Nakal of Jamabandi
3. Agriculture Certificate of the Mortgagee if Mortgage is with possession
4. ID proof of Mortgagor and Mortgagee

APPLICABLE FEE

<p>1. For the registration of following documents relating to immovable property :-</p> <ol style="list-style-type: none"> i. Certificate of Sale ii. Conveyance/Sale iii. Further Charge (With Possession) iv. Gift v. Mortgage-Deed (With Possession) 	<p>Registration fee @ 2 % of the market value of the property or consideration amount, as the case may be, "<i>whichever is higher</i>", subject to the minimum of rupees one hundred and fee rounded off to nearest rupees Ten shall be charged.</p>
<p>2. On the instruments of assignment of debt by the financial institutions and banks chargeable as Conveyance under Article 23 of Schedule 1-A of the Indian Stamp Act, 1899 executed in favour of Assets Reconstruction Company constituted under Section 3 of the Securitization and Reconstruction of Financial Assets and Enforcement of the Security Interest Act., 2002 (Act. No.-54 of 2002) and registered under Companies Act, 1956 (Act No.-1 of 1956) by the Department of Non-Banking Supervision, RBI Mumbai</p>	<p>Registration Fee shall be charged as per the rates given in clause (A) above.</p>
<p>3. Lease for Immovable Property.</p>	<p>Registration fee given in clause (A) above shall be charged on the same amount of the market value of the leased property, on which stamp duty has been assessed under article 35 of Schedule I-A of the Indian Stamp Act.,1899.</p>
<p>4. For the registration of following miscellaneous documents:-</p> <ol style="list-style-type: none"> i. Deposit of Title-Deeds, Pawn or Pledge ii. Bond iii. Bottomry Bond iv. Exchange Deed v. Further Charge (Without possession) vi. Mortgage Deed (Without possession) 	<p>Registration fee @ 0.05% of the value or the consideration amount, if any, subject to the minimum of rupees one hundred and maximum rupees one thousand shall be charged.</p>

vii. Partition Deed viii. Release Deed ix. Respondentia Bond x. Settlement Deed xi. Transfer of Lease	
5. For the registration of any other documents:- Documents which cannot be brought under the scale prescribed by the preceding clause of this Table (including Power of Attorney, Will or deposit, withdrawal and opening of Sealed Wills or Adoption Deed etc.).	A registrtaion fee of rupees one hundred shall be charged.

Note 1.- Such fee in the case of duplicates, if presented with the original shall be Rs. 10 only.

Duplicates, if not presented alongwith their original shall be treated like the originals.

Note 2.- The registration fee to be paid on partition deeds shall be calculated on the value of the share or shares on which stamp duty has been assessed under Article 45 of Schedule 1A to the Indian Stamp Act, 1899.

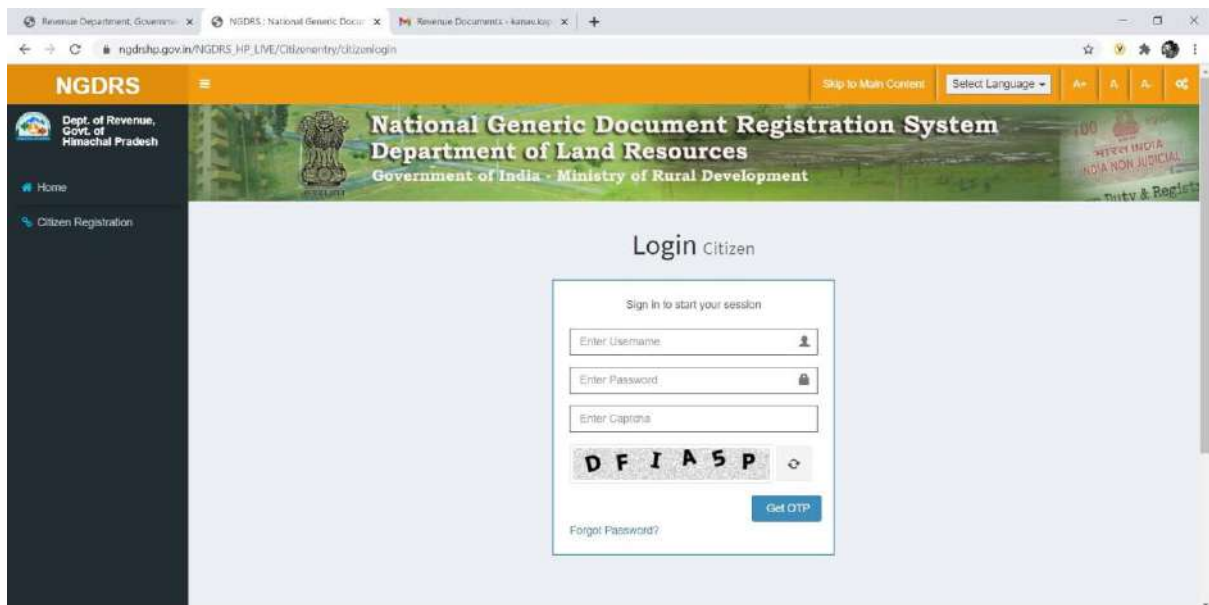
Provided that no registration fee shall be chargeable on a documet executed in favour of or on behalf of Government where registration fee is payable by the Governemnt.

ONLINE SUBMISSION OF INFORMATION FOR PROPERTY REGISTRATION

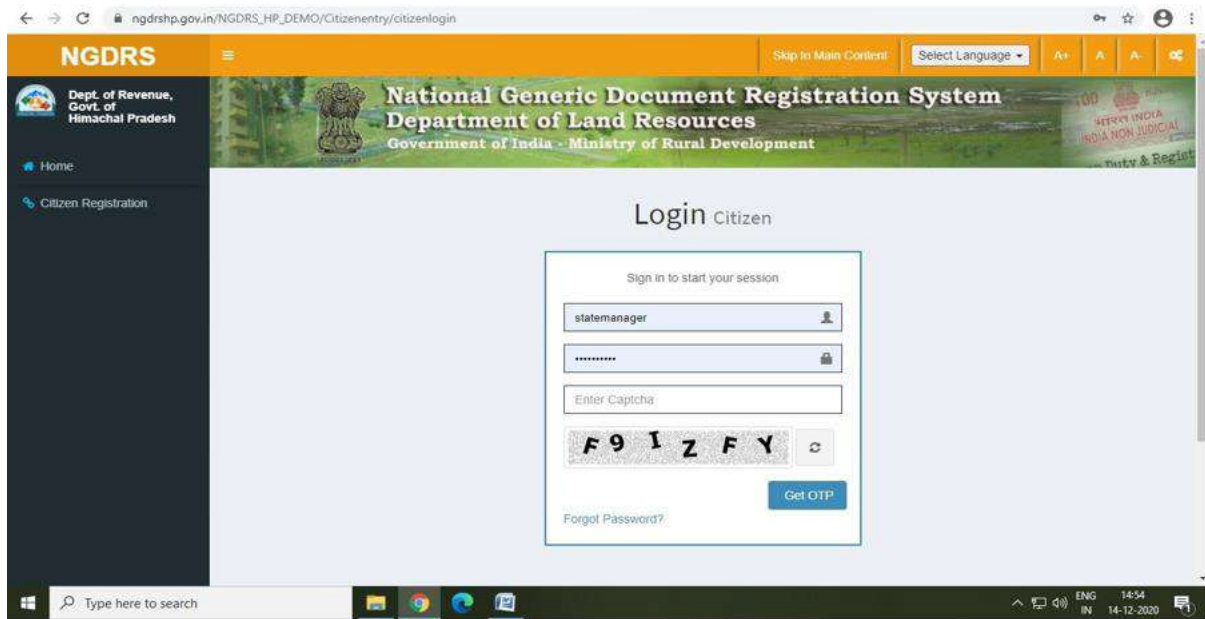
Step -1: The user needs to go to the official website of National Generic Document Registration System (NGDRS) URL: https://ngdrshp.gov.in/NGDRS_HP_LIVE/



Step-2: Citizen will register first and then login with the credentials to apply for **Online Property Registration**



Step - 3: Applicant will then need to login with the authentic credentials as shown below



Step - 4: The below screen/dashboard will appear. The applicant will then need to Navigate to **Document Entry** tab for Submission of application for Property Registration



Step - 5: Below Page will appear, applicant will then need to click on “New Document Entry

The screenshot displays the NGDRS interface for SRO - Chamba. The header includes the logo of the Department of Revenue, Govt. of Himachal Pradesh, and the title 'National Generic Document Registration System'. The main content area shows a table of document entries. A red box highlights the 'New Document Entry' button in the top right corner.

Select	Pre Reg. No.	Article	Document Title	Revenue Location	Status	Pre Reg. Summary	Appointment
Select	20200000001044	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Kumharsain , Daru	Data Entry	PDF	
Select	20200000000854	Will	Will in favour of legal hier		Submitted	PDF	11-11-2020
Select	20200000000840	Will	Will in favour of legal hier		Data Entry	PDF	
Select	20200000000837	3 - Adoption Deed (other than Will) & Authority to adopt	Adoption Deed		Data Entry	PDF	
Select	20200000000777	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Kumharsain , Jal	Registration Process	PDF	06-11-2020
Select	20200000000738	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Kumharsain , Dharon	Registration Process	PDF	03-11-2020
Select	20200000000732	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimia , Shimia Urban , Up Mohal Ridge	Data Entry	PDF	

Step- 6: Applicant will need to provide all the required information asked in different tabs **General Information**

The screenshot shows the 'Document Information' form in the NGDRS system. The 'A- General Info' tab is selected. The form contains the following fields and values:

- Pre Reg. No. :- 20200000001044
- 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

Link Office Name: Link Document Number:

Link Document Date:

Document Submission Office Details

District:

Sub Registrar Office Name:

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Invalid image, or error downloading.

Step -7: Citizen to upload the required documents for “Online Property Registration”

ngdrshp.gov.in/NGDRS_HP_DEMO/citizenportal/registrationentry/26553812663611

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 Tatima 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

Close

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Invalid image, or error downloading.

Step -8: The applicant then needs to fill in “Property Details”

NGDRS SR0 - Chamba Skip to Main Content Select Language A+ A A- citizenchamba

Dept. of Revenue, Govt. of Himachal Pradesh

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. :- Already have valuation?

Property Valuation

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

Revenue Location:

Property Usage

Land with structure

Structure

Land

Land with structure - OLD

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Property Attributes Land Record data fetching attributes

Selected Attribute	Khewat Number	Khatauni Number	Khasara Number	Action
<input type="button" value="View LR Data"/>				

Property Details

Show entries Search:

Property Details	Revenue Village	Revenue Location	Property Attributes	Usage Category	Action
	Daru	Up To 100 => Other Roads		Land	<input type="button" value="View Valuation"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Kauathru	Up To 100 => State Highway Road		Land	<input type="button" value="View Valuation"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

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

Dept. of Revenue, Govt. of Himachal Pradesh

Party

Pre Reg. No. :- **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 Identifier preference should be given to Nambardar or Public representative or Advocate or Retired and Serving employee. **Note:5:** Writer of the deed cannot be the identifier.

Select Party Type: Select Party Category:

List Of Properties

Show entries Search:

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

Showing 1 to 2 of 2 entries

Is Executor? :-

STAMP DUTY CALCULATION

Step -9: 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**

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/FeesHP/stamp_duty_hp/26553812663631

NGDRS SRO - Chamba Skip to Main Content Select Language citizenchamba

Stamp Duty/Registration Charges/Other Charges

Pre Reg. No. :-

Stamp Duty Calculation

Fee Rule:

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

Stamp Duty Calculation

Consideration Amount/ Secured Amount:

Calculation of Stamp Duty

ONLINE PAYMENT OF STAMP DUTY & REGISTRATION FEE

ngdrshp.gov.in/NGDRS_HP_DEMO/CitizenentryFeesHP/stamp_duty_hp/26553812663631

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

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

Have Exemption? Yes No

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

Save & Next Cancel

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Stamp Duty & Registration Fee

Online Payment of Stamp Duty

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

hmkosh.hp.nic.in/echallan/WebPages/wrtMnauOnlineGuestUser.aspx

WELCOME, YOU ARE LOGIN AS : GUEST LOGOUT

IFMS - Government Receipts Accounting System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

My Transactions

eChallan -> Challan Payment Gateway

PAYMENT DETAIL		PAYEE DETAIL	
DEPARTMENT*	IG of Registration	TENDER BY*	
DIST/ TREASURY*	CHAMBA-DTO CHAMBA	ADDRESS*	
DDO*	CHMD0-S37 TEHSILDAR CHAMBA	EMAIL	
HEAD(HOA)*	0030-03-104 FEES FOR REGISTERING DOCUMENTS	MOBILE*	
DEFT REFNO		PERIOD FROM	
REMARKS	Token: 2020000001027		
SERVICE(s)*	Head Payment of (Service) Amount Rs.		
	0030-03-104-01 RECEIPT FROM REGISTERING OF DOCUMENTS 3180		
PAY MODE*	Net-banking	TOTAL AMOUNT (₹)	3180 (Three Thousand One Hundred Eighty)

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

I- Data Submission J- Appointment

Download PDF

Pre Registration Docket

Date :- 14-12-2020 03:13 pm Office Name :- SRO - Balh
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/-

[Top](#)

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

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

Property Id: 2

Village Name	Kaunthu, Kumharsain, Shimla
Market Value	₹185000/-
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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[Top](#)

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Pre Registration Docket

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

Office Name :- SRO - Balh
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	₹185000/-
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

1 / 1

Step -10: Uploading Documents

File Uploaded Successfully

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

Upload Document

Pre Reg. No. :- 2020000000727

Common Upload Documents

Note:1: Red Star(*) Indicates Mandatory Document.
Note:2: b[uploadFileName]

Document Title	Select	Download	Action
Agriculturist Certificate of the Purchaser *	Choose File No file chosen	Download	Upload/Update
Copy of latest RoR *	Choose File No file chosen	Download	Upload/Update
Copy of Circle rates of land or Structure Rate	Choose File No file chosen		Upload/Update
Copy of Tatima if transaction of Specific area of Khassra Number	Choose File No file chosen		Upload/Update
Affidavit of the purchaser regarding age/status of structure and distance of structure/land from specific road *	Choose File No file 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 No file chosen		Upload/Update
Document For Minor Seller	Choose File No file chosen		Upload/Update

Step -11: Applicant needs to make sure that all levels should be filled completely otherwise system won't allow for final submission of application.

NGDRS

SRO - Chamba Skip to Main Content Select Language A+ A A- 0320chamba

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

Final Submission

Pre Reg. No.:- 2020000000727

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

C & D tabs are unchecked

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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

Final Submission

Pre Reg. No.:- 2020000000727

Submit Application

All Status tabs are checked

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Application Submitted Successfully

ONLINE GENERATION OF APPOINTMENT

Step -12: Applicant can schedule appointment time and date at concerned SRO

NGDRS SRO - Chamba Skip to Main Content Select Language A+ A A- citizenchamba

Application Submitted Successfully

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

Appointment Details :- SRO - Shimla Urban

Note: Red marked slots are not available

Pre Reg No. :- 2020000000727

Date*

Select Shift* --Select Shift--

Save Cancel

Scheduling Appointment Date & Time

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Step -13: The applicant can schedule the date and time as highlighted below:

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Application Submitted Successfully

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

Appointment Details :- SRO - Shimla Urban

Note: Red marked slots are not available

Pre Reg No. :- 2020000000727

Date* 15-12-2020

Select Shift* --Select Shift--
--Select Shift--
General Shift (10.00 to 5.00)

15-12-2020 (General Shift) selected

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Timeslot selected

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/appointment/119878310752854

I. Data Submission **J. Appointment**

Appointment Details :- SRO - Shimla Urban [Help](#)

Note: Red marked slots are not available

Pre Reg. No. :-

Date*

Select Shift*

Note 1 : Lunch time from 1:30 To 2:00
Note 2 : Tatkal 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					
○ ○ ○ ○ ○ ○					

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Appointment Slot Selected successfully with concerned SRO

ngdrshp.gov.in/NGDRS_HP_DEMO/Citizenentry/general_info/58366384726954

NGDRS SRO - Chamba Skip to Main Content Select Language - A+ A- c02encharba

Dept. of Revenue, Govt. of Himachal Pradesh

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

Slot allocated Successfully

Document Entry [Help??](#)

Show entries Search:

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	
Select	2020000000727	40 - Mortgage Deed	Where possession is given - In favour of Agriculturist	Shimla , Shimla Urban , Up Mohal Ridge	Submitted	PDF	15-12-2020 Rashchadula Appointment
Select	2020000000722	23 - Conveyance/Sale deed	In favour of Agriculturist	Shimla , Shimla Urban , Up Mohal Lakkur Bazar	Data Entry	PDF	

ngdrshp.gov.in/NGDRS_HP_DEMO/annexure11/MjA5MDAwMDAwMDAwMDA3MzI%3D/D