

Procedure/ Steps for registration of a document

1	Ascertaining the market value of the transacted property from DSR/ SR office and from the website of IGR, Odisha.
2	<u>Payment of Stamp Duty:</u> <ul style="list-style-type: none">➤ Through e-Stamping by purchasing e-Stamp certificate from the offices of StockHolding located at Bhubaneswar, Cuttack, Rourkela and e-Stamp counters established in the registration offices.➤ Use of electronic franking machine available in the registration offices.➤ Use of Impressed Stamp Paper to be purchased from the Licensed Stamp Vendors/ Concerned Treasury or Sub-Treasury Office by depositing requisite amount.
3	<u>Scribing of Deed:</u> <ul style="list-style-type: none">➤ Scribing of the deed by the Executants and Claimants / by Deed Writers / Advocate.➤ The model template deeds available in the website of IGR, Odisha and R & D.M Department may be used for the purpose.
4	Presentation of document along with its true copy before the Registering Officer by the party.
5	Checking of document by Government Official.
6	Generation of ID of the document.
7	Data entry of basic information of the document.
8	<ul style="list-style-type: none">➤ Collection of registration fees in the Registration Office.➤ The registration fees can also be paid through the Odisha Government Treasury Portal.
9	Capture of biometric – Photograph, thumb impression and signature of all parties and the identifiers to the document through electronic device.
10	Registration of document by the Registering Officer.
11	Printing of endorsements and certificate of registration on the original documents and signature by the Registering Officer.
12	Scanning and uploading of the original document in the e-Registration application.
13	Generation of delivery report and transmission of Form No. 3 to the Tahasil Office if required
14	Delivery of document to the authorized person.