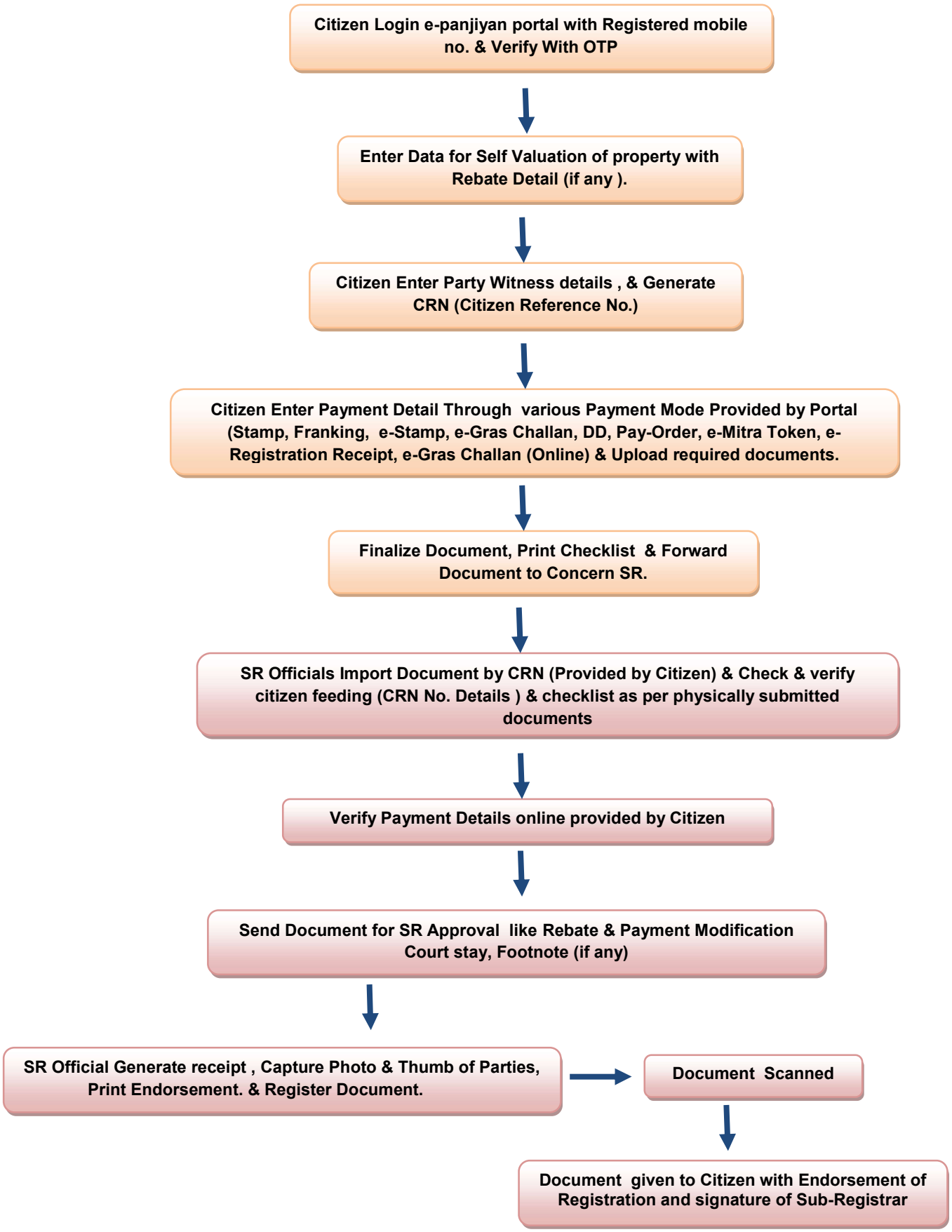
Property Registration process flow upto sub registrar approval



Steps of e-Panjiyan Software-

Application can be made to Sub Registrar (SR) office in online way :-

1. Citizen can apply for registration online via ePanjiyan s/w. The citizen has to enter property details, party details and payment details. e-Panjiyan s/w generates a CRN number. Citizen comes to SR office with the Citizen Reference Number.
2. Applicant goes to SR office with the Citizen Reference Number & Supporting Document with checklist.
3. SR office verifies all required documents for registration.
4. If all documents are correct and proper, document will process otherwise document will be returned to citizen with reason for correction.
5. SR office will import data from citizen reference Number and generate document Sr. No. / Token no.
6. SR office will check all details filled by citizen.
7. SR office will check all details according to checklist & update Valuation & Party Details (if required).
8. According to Property Valuation, SR office will check & verify payment details.
9. SR office will then captures Photo & Thumb Impression of Presenter, Executant, Claimant and Witness.
10. SR office will generate Endorsement.
11. SR office will register the document.
12. SR office will scan registered document.
13. SR office will give the document to citizen with Endorsement of Registration and signature of Sub-Registrar.