

Government of Jammu & Kashmir
Office of the Inspector General of Registration, J&K
Srinagar/Jammu

Subject: Updation of Stamp Duty Rates on National Generic Document Registration System (NGDRS) for the calendar year 2024.

Circular No: 04 - REG of 2023

Dated: 30.12.2023

In terms of the Jammu and Kashmir Preparation and Revision of Market Value Guideline Rules, 2011 as amended from time to time, the provisional Stamp Duty Rates for various classes/categories of property are approved and notified by the respective Divisional Valuation Boards before the closure of each calendar year for adoption during the next calendar year.

As the registration of documents is done online through the National Generic Document Registration System (NGDRS) across the Union Territory of Jammu and Kashmir, the Stamp Duty rates have to be updated on the portal well in time, so that the documents can be registered as per the new/updated Stamp Duty rates without any loss of registration days.

Every year, the Software Development Unit (SDU), NIC Pune (developers of NGDRS portal/application) provides interface to the Sub Registrars for updating Stamp Duty rates. Updation of correct stamp duty values is essential for accurate calculation of Stamp Duty and Registration Fee and successful registration of documents.

Accordingly, the following instructions are issued for reference of the Sub Registrars:

1. Firstly, each Sub Registrar shall enter/update the correct values for the year 2024 in the field/format provided by SDU NIC Pune on the NGDRS Portal as per the notification issued by the Deputy Commissioner concerned. As entry of correct values is a delicate exercise, each Sub Registrar will observe due care, caution, diligence and meticulousness while updating the correct rates for the year 2024. In order to ensure that the correct rates manifest in the citizen portal/Sub Registrar Login, updation/saving of rates is imperative. The

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interface for entry of new rates will be available to the Sub Registrars from 31st December, 2023.

2. For convenience of the Sub Registrars, the steps involved in rate updation are listed below:
 - i. Select District.
 - ii. Select Tehsil.
 - iii. Select Rate column.
 - iv. Enter the revised rate.
 - v. Click save button. It will update and save the rate entered.
 - vi. Once the rate is updated, the Sub Registrar cannot update the rate again. The Sub Registrar should not make any further attempt to update the rate already updated to avoid any difficulty.
 - vii. If any updated rate is to be modified, inform the team in IGR Office about the same.
 - viii. In case, any modification in the name(s) is required, inform the team in IGR Office.
3. Upon successful completion of 1 above, if the notification of the Deputy Commissioner involves change in the nomenclature of any location/circle or notification/addition/deletion of a location/circle, the Sub Registrar shall bring the same to the notice of the office of Inspector General of Registration (IGR) for necessary customization through SDU NIC Pune.
4. Upon completion of the entire updation exercise, each Sub Registrar shall certify through his respective Additional Inspector General of Registration (AIGR) to the IGR Office that all the details relating to updation of the new rates, locations/sub-locations for the year 2024 have been correctly uploaded on the NGDRS Portal in sync with the notification of the Deputy Commissioner concerned with recommendation that the appointment/slot booking for the calendar year 2024 may be enabled for his area of jurisdiction for resumption of registration as per the new Stamp Duty rates.
5. During registration of documents, each Sub Registrar shall keep a copy of the Stamp Duty reckoner/notification 2024 to further satisfy himself that the correct values have been updated on the portal for accurate computation of Stamp Duty.

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6. The entry/updation of error free Stamp Duty values is emphasized for levying correct Stamp Duty and Registration Fee and to check evasion of Stamp Duty evasion and loss to the government exchequer.
7. AIGR Kashmir/Jammu shall supervise the Stamp Duty updation exercises in their respective divisions for time bound completion.

Sd/-

Inspector General of Registration, J&K

No: IGR/NGDRS/01/2023/ 600

Date: 30.12.2023

Copy to:

1. Divisional Commissioner, Kashmir/Jammu for kind information.
2. Commissioner Stamps, J&K for kind information.
3. Secretary to Government, Revenue Department for kind information.
4. Secretary to Government, Department of Law, Justice & Parliamentary Affairs for kind information.
5. Deputy Commissioners (All).
6. Additional Inspector General of Registration Kashmir/Jammu.
7. HoD, SDU, NIC Pune.
8. Registrars (All).
9. Sub Registrars (All).
10. I/C website for uploading on the Departmental website.
11. Circular file/Stock file.

Mubashir Mohd Bhat (JKAS)

Tehsildar Hqr,

O/o Inspector General of Registration, J&K