Draft User Manual for Document Entry, Property Valuation, Stamp Duty Calculation and Appointment Modules

of

National Generic Document Registration System

(NGDRS)

National Informatics Centre Department of Electronics and Information Technology Ministry Of Communications and Information Technology Government of India

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Amendment Log

Version Number	Date	Change Number	Brief Description

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1.   INTRODUCTION

1.1 Audience

National Generic Document Registration System (NGDRS) is common configurable generic document registration software registering documents with Registrar offices of the State Govt. The project has been initiated by Department of Land Resources, Ministry of Rural Development, and Government of India. The Department of Registration and Stamps provides property registration services to the citizens as per the Registration Act and collects revenue through Stamp Duty as per the Stamp Act.

The software is configurable as per State specific Property Registration Act. It will work as complete user interface for Document Registration process. Application is specifically designed and developed to be used by following types of users:

Citizens

Configuration Manager (State Admin)
System Administrator (State Admin)
Document Writers / Individual applicant
Sub Registrar Officers / Offices
Apex users from State Registration Department

Prerequisites for using the system

User should have working knowledge of Internet and web application.

System Administrator should have adequate knowledge of database management. User should possess adequate knowledge of document registration procedures.
Training to be provided on the usage of software product.

1.2 Purpose of this document

The purpose of this User Manual is to provide an interface between the system and the user. This document describes the features of document registration system along with operating instructions. This also provides information about the hardware and system software requirements for the web application to run efficiently and problem reporting mechanism.

1.3 Document Organization

This document has been arranged in six sections.

First section "Introduction" is a general section which describes the audience, purpose of the document, conventions, references and problem reporting mechanism.

Second section "Product features" provides a list of features along with the description of the same.

Third section "Handling Instructions" provides list of instructions for managing the software product delivered to the customer.

Fourth section "Installation Instructions" describes the hardware and system software requirements.

Fifth section "General Operating Instructions" contains common operating instructions related to the input forms.

Sixth section "Specific Operating Instructions" contains instructions specific to the menu or input forms, flow of information, etc.

1.4 Conventions

Term	Description	
NGDRS	National Generic Document Registration System	
IGR	Inspector General of Registration	
SRO	Sub Registrar Office / Officer	
UID	Unique Identification Number	
DIG	Deputy Inspector General of Registration	

1.5 References

Software Requirement Specification (SRS)
document Registration Act 1908

The Indian Stamp Duty Act 1899

Documents/ Reports from the user

1.6 Help Desk

Kindly report your queries on helpdesk.ngdrs@nic.in with copy to js.rozario@nic.in and s.sivaraman@nic.in

2. PRODUCT FEATURES

The National Generic Document Registration System (NGDRS) facilitates citizens to register their documents with a Registering Officer for the purpose of conservation of evidence, assurance of title, publicity of documents and prevention of fraud.

The system is web enabled, generic and configurable and deployed as state specific instance. Major modules of the system include Configuration management, User management, Administration, Public data entry, Time slot booking, Property valuation, Stamp duty and Registration fee calculation, Document registration, Case monitoring, Document search and Dashboard.

Work flow management for document registration process include document entry by citizens, property valuation and stamp duty calculation, appointment for registration, scrutiny/ verification at Sub Registrar Office (SRO), payment acceptance, capturing photo and thumb impression, generation of registration certificate and scanning, uploading and monitoring registered documents.

Following main features are included in the online registration process:

- Citizen registration to request the access permission of the system.

- Facility for Online document entry by citizen.

- Online valuation module with stamp duty calculation.

- Role based access to citizens and department users.

- SMS facility to send alerts to citizens & departmental users.

- Email enabled alerts to citizens & users.

- Hierarchy based maker/checker facility.

- eKYC - UID based authentication with the help of biometric or iris at the time of Admission.

- Linkage with Land records system.

- Interface for Online payment facility.

- Linkage with stamp inventory software to avoid duplicate usage of used stamp paper.

- Storage of copy of registered documents using scanning technology.

- View, download scanned documents to generate certified copy for authorized user.

- Unicode based Local Language support.

- Registration anywhere within concurrent jurisdiction.

- Single log in credentials for all modules.

- Daily, Monthly & yearly MIS reports with cash book & other account related reports.

3. Handling Instructions

NGDRS being a web based application hosted on centralized web server of respective state; internet connectivity for accessing the online system should be available.

User should keep their passwords protected with them. The password may be noted and kept safely so as to avoid misuse of the same.

The application software will not take care of any virus problem caused due to any reason. However, this can be minimized by regular scanning of virus by latest anti-virus software.

Upkeep /maintenance of s/w and the hosting machine will be the sole responsibility of implementing agency.

It is the responsibility of the user to take complete backup at regular intervals.

Computer Operations Centre of the user department will handle system hardware tasks such as data tape back-up, hardware maintenance, fail over, scheduled system patches and maintenance.

4. Installation Instructions

4.1 Software Requirements

Open source platform preferably
o RHEL 6.7/ CentOS 7.0

o Apache Web Server 2.4,
o PostgreSQL 9.3/ 9.4,
o PHP 5.5
Latest antivirus software with latest update

Adobe Acrobat Reader 8.0 or above for viewing reports
Latest versions of Mozilla Firefox / Google Chrome

4.2 Other Requirements

High speed network connectivity without data loss at SRO offices.
Display resolution of 1024 x 768 pixels to be set on Windows Client.
Items such as manuals, passwords to be kept in place.

4.3 Installation Procedure (Invoking NGDRS Application)

Since NGDRS is a web based application, following steps may be followed to start the usage:
1. Open a browser (Mozilla Firefox/ Google Chrome).
2. Type '**https://-----------**' in the address bar of the browser and press Enter.
3. On the left side menu bar, there would be a provision for 'Citizen Registration'.
4. Citizen need to submit one time registration details in order to request for login credentials.
5. Email/ SMS alert will be sent to Citizens upon approval of their registration by the Department.
6. A login form would appear for every citizen user of the system, once the registration details are stored in the system and approved.

5. General Operating Instructions

5.1 Citizen User Registration:

➤ The URL '**https://ngdrsgoa.gov.in**' should be explored using the browser.
➤ NGDRS website Home page screen will be displayed as shown below:

(1) Click on **Citizen Registration** link on left side menu.
   ➤ Citizen Registration form will be displayed as shown below:
   ➤ Enter the details on Citizen Registration form as per the differentiating condition of Indian/**NRI** and further by clicking on Submit button to generate login credentials.
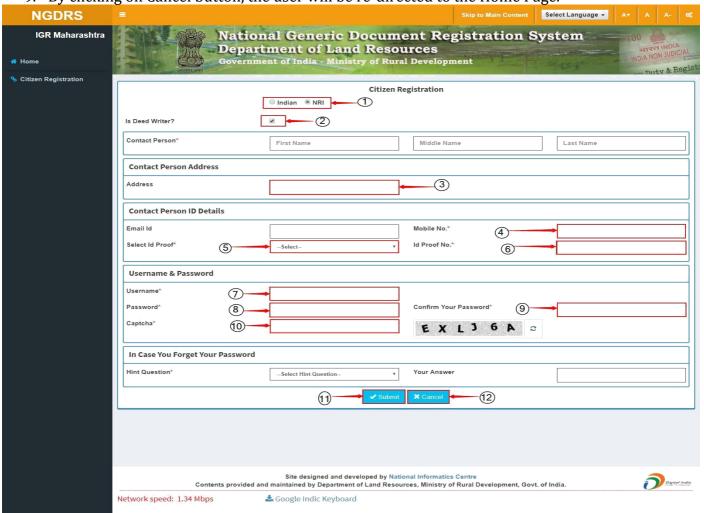
Fields with Red Asterisk (*) are mandatory /compulsory fields.

Fields not showing Red Asterisk (*) are optional.

Password Policy: Password should comprise of at least one uppercase alphabet, one lowercase alphabet, one digit and one special character.

1. Initially select the type as **Indian/NRI** as per the citizen requirement: **Indian selected**.
2. Select from list is it a Citizen or Advocate.
3. The contact details block is slightly different in Indian and NRI section In Indian it consist the deep details regarding the contact of citizen (fields like city, building name/floor, street/locality, state, district, & taluka) and those of NRI registration form is vice versa.
4. Enter various address details.
5. Again comes identity concept here the UID is mandatory (subject to the notifications from Government), and other some of the identity proofs are to be selected as per the Indian/NRI citizen.
6. Enter Username of your preference: Availability of username done on blur event ,to make sure the Username of your choice is available for use in the system. If Username is available, then only the user is allowed to submit registration details along with username of his choice. Enter Password (Password policy as defined above to be followed).Enter Retype Password (Retype password should be same as entered Password).Read the characters from the captcha image and enter the text in the field provided.
7. In case if anyone forgets the password the hint question is provided for password recovery.
8. Click on Submit button to save the record. If record is saved successfully, then success message will be displayed.
9. By clicking on Cancel button, the user will be re-directed to the Home Page.

1. Initially NRI Selected as per citizen requirement.
2. Check if the citizen is deed writer.
3. Contact details are different as described before in Indian section & NRI it contains only Address field.
4. Enter valid 10 digit Mobile number.
5. ID proof required which is different from the Indian Id Proofs.
6. Enter the Id Proof.
7. Enter Username of your preference: Availability of username done on blur event, to make sure the Username of your choice is available for use in the system. If Username is available, then only the user is allowed to submit registration details along with username of his choice.
8. Enter Password (Password policy as defined above to be followed).
9. Enter Retype Password (Retype password should be same as entered Password).
10. Read the characters from the captcha image and enter the text in the field provided.
11. Click on Submit button to save the record. If record is saved successfully, then success message will be displayed.
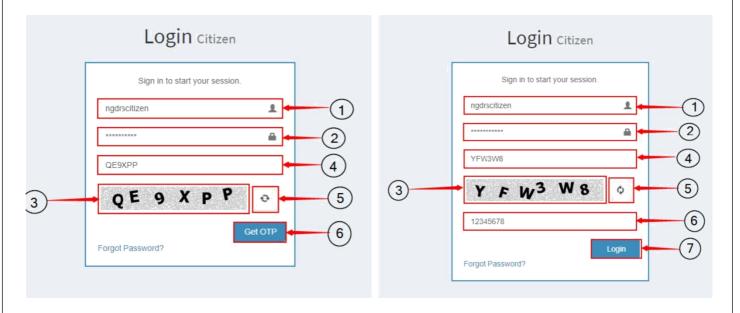12. By clicking on Cancel button, the user will be re-directed to the Home Page.

5.2 Citizen User Login:

➢ **Login Page:**
Click on Citizen Login link on Home Page to open login page.

1. Enter valid Username.
2. Enter valid Password.
3. Read Captcha from image.
4. Enter 6 digit Captcha code as shown in image.
5. Click on Get OTP button to receive OTP on your registered mobile.
6. Enter OTP and refresh button feature is also provided.
7. Click on Login button to log into the system.

6. Specific Operating Instructions

6.1 Citizen Pre-Registration Activity:

➢ Welcome page upon successful login by citizen user will be displayed as shown below:

➢ Select **Document Entry** under **Document Entry** menu.
➢ Document Entry screen will be displayed as shown below:

With reference to the above screen,

1. Click on New Document Entry button to enter document details.
2. Click on Select to update or edit the document. Documents entered by citizen user & which are not registered (incomplete documents) will be available for modification.
3. Get the full report in PDF (Pre Registration Summary) of document entry by simply clicking on PDF link.

- Following entry 2 forms as tabs will be visible to Citizen user until the SRO approves that document:
  A. General Information
  B. Upload Document

- Following entry forms as tabs will be displayed to Citizen user after the document is approved by SRO:
  C. General Information
  D. Property Details
  E. Party
  F. Witness
  G. Stamp Duty
  H. Payment
  I. Upload File
  J. Pre-Registration Summary
  K. Data Submission
  L. Appointment

A. General Info.:

1. Select the local language for data entry
2. Article: Select the desired article. Article dependent fields are listed according to selection of article. Enter details in article dependent fields.
3. Execution Type: If Court Decree option is selected, then Court order date is to be entered.
4. Date of execution: Select document execution date from the calendar displayed.
5. Search old party name by: Token Number or Reference Document Number option may be selected in order to search party name from old documents.
6. Enter the advocate name.
7. Link Document Number and Date: This is the Reference of previously registered document.
8. Select Link office name from the dropdown list.
9. For Document submission office selection entry block.
10. To save General Information details, click on Save and Next button & see the success message on property details tab.
11. To cancel click on cancel button.

B. **Upload Document:**

1. Upload the document by choosing the file .
2. If file is uploaded then download option is provided to download the same which is uploaded.
3. The file can be upload/update by clicking on upload/update button
*Now for approving document go to SRO login.
STEP 1:

1. After login in SRO side click on Approve Document form and list of document ocurs on the page.
2. search the document no which you want to approve search box at the right side of the page.
3. click on th view button of the document which you searched.
STEP 2:

1. After clicking on view button you can observe the details of that documents displayed on screen.
2. Search the document no which you want to approve search box at the right side of the page.
3. Click Accept button to approve the document .
4. After accepting the document all the tabs of citizen entry are visible for the citizens so to view those again login through citizen credentials.

C. **Property Details:**

 ➢ Property Details tab is an optional tab and it gets displayed as per the selection of Article from General Info tab.

a) Property Location:

1. Select District.
2. Select Land Type. According to developed land type (Rural/ Urban), Local Governing Body/ Taluka will be listed for selected district. In case of Urban land type, Local Governing Body field will appear and for Rural only Taluka & Village field will appear.
3. Select Local Governing Body.
4. Select Taluka. City Area/ Zone or Village label will be displayed according to selected Taluka & Local Governing Body.
5. Select City Area/ Zone or Village from the list.
6. Enter Survey Number. Check whether Survey Number is available or not in the system by simply clicking on Check button.
7. View Survey Number: Click on this button to show the survey numbers for particular location.
   View Survey Number option is provided for confirmation or reference.

8. Select Location Type from the list.
9. Select Location within City/ Village from the adjacent list.
10. View Rates: View the rates of selected location as shown below by clicking on this button.

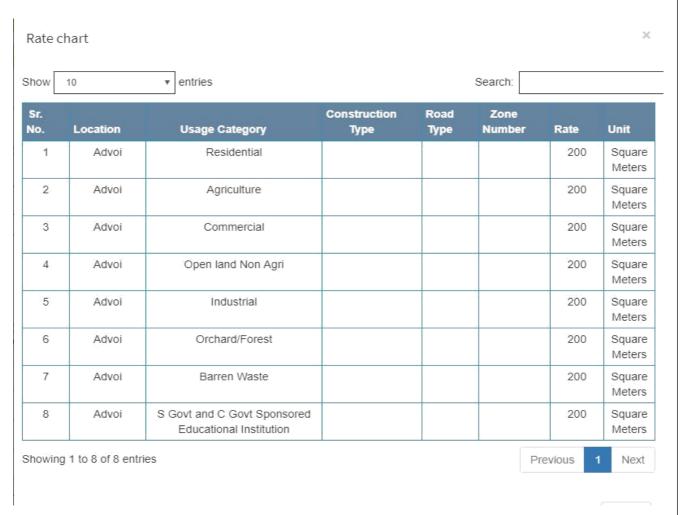Rate chart   ✕

Show [10 ▼] entries   Search: [_____]

Sr. No.	Location	Usage Category	Construction Type	Road Type	Zone Number	Rate	Unit
1	Advoi	Residential				200	Square Meters
2	Advoi	Agriculture				200	Square Meters
3	Advoi	Commercial				200	Square Meters
4	Advoi	Open land Non Agri				200	Square Meters
5	Advoi	Industrial				200	Square Meters
6	Advoi	Orchard/Forest				200	Square Meters
7	Advoi	Barren Waste				200	Square Meters
8	Advoi	S Govt and C Govt Sponsored Educational Institution				200	Square Meters

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b) Property Usage:
This is to select the property usage for which citizen user wants to calculate valuation amount. This can be done by following given steps:

Selection Process A
11 . Go to Main Usage on right side panel and click on + icon to open Property Usages.
12 . Select the first and second level category of Property Usages. The third level category details will be available on the left side panel. Tick the desired checkbox to select the Property Usage as detailed here.

Selection Process B
13.Enter/type Property Usage in the search box. List of Detailed usages will be displayed on the left side panel.
14. Tick the desired checkbox to select the Property Usage as detailed here.
-Here taking example of Land Valuation.After selecting Property Usage, its dependent input fields will appear as shown below:
15.Enter land area.
16.Select Zone.

17. Property Attribute Details:

Enter the Seller & Purchaser property attributes. This depends on state specific configuration.
If selected Land Type is Urban, then enter P.T.Sheet Number.
If selected Land Type is Rural, then enter Survey Number as property
attribute. Enter the number & click on Add button to save the attribute value.
Entered attribute values will be listed in the table.
18. Property Category Details:
Enter the address details of property in the provided fields.
19. Check Property Prohibition: By clicking on Check Property Prohibition, alert message will be displayed, if this is a prohibited property. This option will work as per state specific configuration to allow or reject prohibited properties. List of prohibited properties should be available as pre-requisite for this option.
20.Estimate the Property Valuation by simply clicking on Save Button.
21. After estimating the property valuation, citizen user can also view Valuation Report by clicking on View Valuation button.Valuation report screen will be displayed as shown below:

Property Valuation   ✕

Valuation No. : 47218 / 2018	:- 2018-2019	User Id : 22	Date : 23-November-2018 14:00:PM
State : Goa	District : NorthGoa		Tahsil : Sattari
Land Type : Rural	Corporation : Advoi		Village/City : Advoi

Advoi - Advoi	:-
Plot No - 500	
Chalta No - 899	
Plot No - 12	

Property Rates

Residential

₹200/- Square Meters

Valuation Rule : Land

Usage : Non Agriculture Build And Open => Residential => House

Property Details

1	Land area	50 Square Meters
2	Zone(S)	S One

Calculation Details

Sr.No.	Description	Calculation	Total
1	Property Valuation	1. 50 x 200=10000	₹10,000/-
A	Total		₹10,000/-

Note : Final Valuation is Rounded to Next 100/-

Total Valuation (A)	₹10,000/-
Total Amount in Words : Ten Thousands Rupees Only.	

Close

22.PDF facility available for Valuation Report .

23.Edit or update the property details if desired.

24.Delete the property by clicking on Delete button.
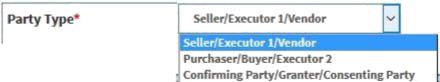
D. Party:
  ➢ Party entry screen will be displayed as shown below:
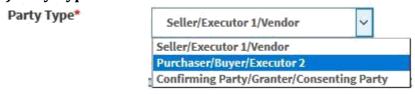

  ➢ User should fill up details for both seller and purchaser in case of respective selected Articles.
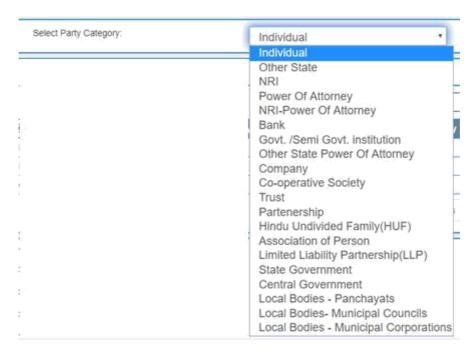
2.a)Party Type: Seller
Select the Party Type.

Party Type*	Seller/Executor 1/Vendor ⌄

Seller/Executor 1/Vendor
Purchaser/Buyer/Executor 2
Confirming Party/Granter/Consenting Party

b)Party Type: Purchaser

Party Type*	Seller/Executor 1/Vendor ⌄

Seller/Executor 1/Vendor
Purchaser/Buyer/Executor 2
Confirming Party/Granter/Consenting Party

Select Party Type as Purchaser/ Buyer/ Executor

3.Select the Party Category.

Select Party Category: Individual ▼

Individual
Other State
NRI
Power Of Attorney
NRI-Power Of Attorney
Bank
Govt. /Semi Govt. Institution
Other State Power Of Attorney
Company
Co-operative Society
Trust
Partenership
Hindu Undivided Family(HUF)
Association of Person
Limited Liability Partnership(LLP)
State Government
Central Government
Local Bodies - Panchayats
Local Bodies- Municipal Councils
Local Bodies - Municipal Corporations
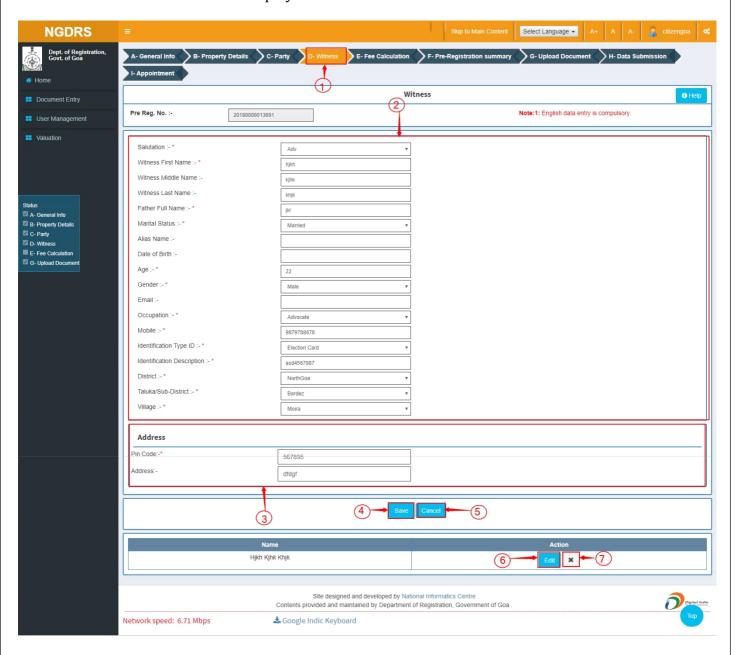
4 . Select the property by clicking on Select button provided in the table.
5 . Enter details on the form displayed and Click on Save button to save the party details.
6 . Save the details by clicking on Save button.
7 . To cancel the details click on cancel button.
8 . After setting the party as presenter the button toggles as **Presenter**.
9 . To set a Party as Presenter, click on **Set as Presenter** button.
10 . Edit or update the party details if desired on clicking on **Edit** button.
11 . Delete the party record by clicking on **Delete** button.
12 . Verify pan service is provided to verify the PAN.
13 . Uploading functionality is provided.

E. Witness:
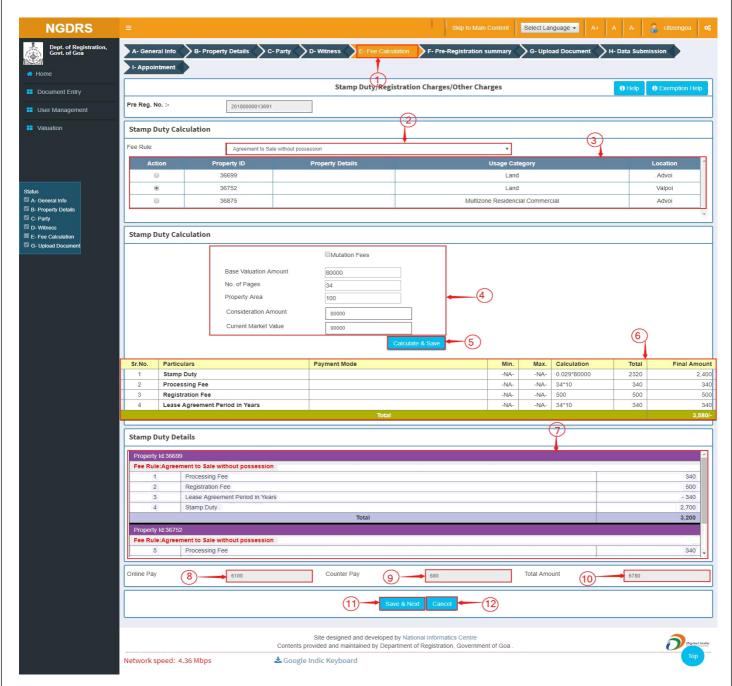
> Witness screen will be displayed as shown below:

1. Click on Witness tab to view/fill the Witness.
2. Enter the details on Witness form.
3. The address details are added in the bottom of form.
4. click on Save button to save the data.
5. click on Cancel button to cancel the data.
6. Edit the witness by clicking on the first button under Action column.
7. Delete the witness by clicking on the second button under Action column
8. User can add one or multiple witnesses:

F. Stamp Duty/Fee Calculation:

➢ Stamp duty screen will be displayed as shown below:

1. Select Fee Rule: Fee Rules are listed based on the selected Article.
2. Select the property by clicking on the radio button.
3. Market value will be automatically displayed as per Property Valuation done by the system.
4. Enter consideration amount.
5. Calculate Stamp duty fee on consideration amount or market value whichever is higher.
6. Check the calculation details generated by the system and displayed in the table.
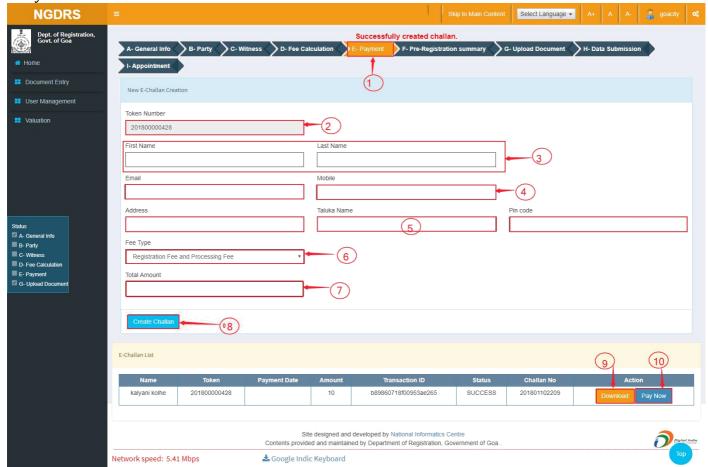7. Stamp Duty Details :-
   Processing Fee : Processing fee is depend upon number of pages(here it is number of pages*10)
   Registration Fee : Registration fee will be Rs. 500 depending according to the particular rule

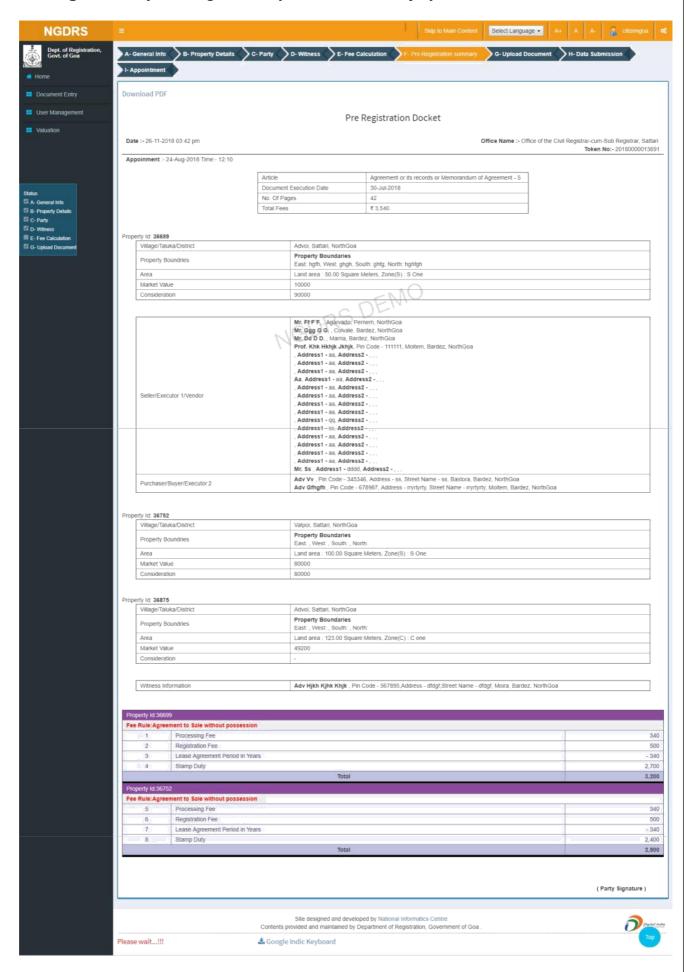Stamp Duty : Stamp Duty depend upon Base Valuation Amount (here it is 0.029% on Base Valuation Amount)

8. Online pay: The amount will be taken by online mode.

9. Counter pay: The amount will be collected by cash mode.

10. Total amount: Its nothing but the addition of both of above i.e a) Online pay and b) Counter pay.

11. Click to Save button to save details.

12. To cancel click on cancel button.

F:Payment

1.Click on Payment tab to create Challan.

2. Enter the details on Payment form.

3.The personal details are added in the form.

4.Enter the mobile no and email id.

4.Add the Address details in the provided blocks.

5. click on Create challan button to save the data and create the challan.

6. The created challan can be downloaded from the list of challan on clicking on download button.

7. By clicking on pay now button it redirects to payment site of Goa state to do the payment.

I. Pre. Reg. Summary: Pre. Reg. Summary screen will be displayed as shown below;

F. Upload File:

> This provision is made to list the supporting documents that need to be uploaded by the citizen. Star (*) symbol documents are mandatory to upload.
> 1. The file to be uploaded can be selected from the local machine by clicking on the '**Choose File**' button
> 2. The file is uploaded to the system by clicking on the **Upload/Update** button.
> 3. Provision is also made to **Download** the uploaded file.

I. Data Submission:

➢ Data submission screen will be displayed as shown below:

1. Tab H-Data Submission is the tab where the document is to be submitted.
2. Click on **Submit Application** button for final save. This would forward the document submitted to the respective SRO of the selected office.

K. Appointment:

➢ Appointment Details screen will be displayed as shown below:

1. Select Tatkal or Normal Appointment by clicking on the desired button.
2. Select Appointment Date.
3. Select Shift to enter the choice of office shift during which the document will be presented.
4. Select time slot. Time slots will be displayed as per state specific configuration.
5. Click on Save button to take appointment of the time slot choosen.

➢ **Appointment Details:**

1. Check the appointment details submitted.
2. Reseduling of appointment is available on SRO side.

➢ **Status**

Status bar shows list of tabs available to citizen for completing the document entry.

    As the data is saved in a tab, the checkbox in the Status bar gets ticked for the respective tab.

    Tick mark displayed on checkbox of each corresponding tab indicates to the citizen user that the status of data entry.

If all tabs are saved successfully then citizen user is allowed for final data submission.

➢ **List of Documents:**

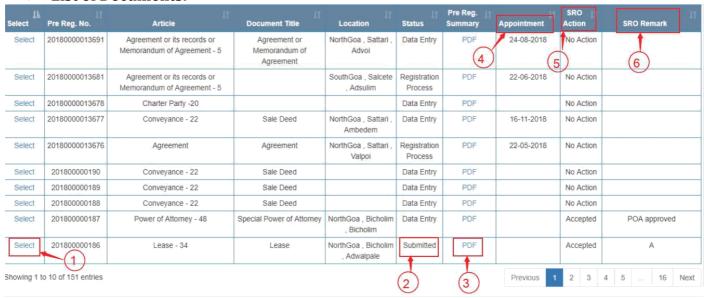| Select	Pre Reg. No.	Article	Document Title	Location	Status	Pre Reg. Summary	Appointment	SRO Action	SRO Remark
Select	20180000013691	Agreement or its records or Memorandum of Agreement - 5	Agreement or Memorandum of Agreement	NorthGoa , Sattari , Advoi	Data Entry	PDF	24-08-2018	No Action	
Select	20180000013681	Agreement or its records or Memorandum of Agreement - 5		SouthGoa , Salcete , Adsulim	Registration Process	PDF	22-06-2018	No Action	
Select	20180000013678	Charter Party -20			Data Entry	PDF		No Action	
Select	20180000013677	Conveyance - 22	Sale Deed	NorthGoa , Sattari , Ambedem	Data Entry	PDF	16-11-2018	No Action	
Select	20180000013676	Agreement	Agreement	NorthGoa , Sattari , Valpoi	Registration Process	PDF	22-05-2018	No Action	
Select	201800000190	Conveyance - 22	Sale Deed		Data Entry	PDF		No Action	
Select	201800000189	Conveyance - 22	Sale Deed		Data Entry	PDF		No Action	
Select	201800000188	Conveyance - 22	Sale Deed		Data Entry	PDF		No Action	
Select	201800000187	Power of Attorney - 48	Special Power of Attorney	NorthGoa , Bicholim , Bicholim	Data Entry	PDF		Accepted	POA approved
Select	201800000186	Lease - 34	Lease	NorthGoa , Bicholim , Adwalpale	Submitted	PDF		Accepted	A

Showing 1 to 10 of 151 entries   Previous 1 2 3 4 5 ... 16 Next

'Your documents' on the landing page of citizen login shows list of documents entered by the citizen along with their status.

1. The initial status of the document would be 'Data Entry' which indicates that the document entry is under process and yet not submitted.
2. After submitting the document details, its status is changed to 'Registration Process' since it is forwarded to SRO for processing.
3. Submitted application will not be available for updation or editing.
4. Click on PDF link to download the document entry report.