

**Government of Jammu and Kashmir
Revenue Department
Civil Secretariat, Jammu/Srinagar**

Subject:-Scrutiny of documents during registration: Prescribing of checklist.

Reference: U.O No Law/Opn2/196/2022-10 dated 12.10.2022 from Department of Law Justice and Parliamentary Affairs

**Government Order No. 183- JK (REV) of 2022
Dated: 18 .10.2022**

It has been reliably learnt that during scrutiny of the documents presented for registration, a few of the Sub Registrars point out deficiencies in piece-meals or seek additional documents thereby putting the citizens to avoidable hardships. This practice besides being time consuming and un-supportive of good governance has the potential to create doubts about the online document registration through National Generic Document Registration System (NGDRS)

As the Sub Registrars have a specific mandate under the Registration Act, 1908 and provisions of revenue laws, it would be incumbent upon them to discharge their statutory duties diligently with a citizen- centric approach, to realize the objective of transparent document registration services, a harbinger of Digital Governance across UT of J&K. Such document(s) as do not qualify for registration can be reverted/refused by a Sub Registrar upon citing valid reasons in writing. The Revenue Officers are required to provide accurate inputs as per requirement so that registration of a documents which constitutes a milieu for conferment of title and ownership rights to a citizen through mutation does not suffer from any infirmity or aberration.

In order to ensure uniformity in seeking of documents for registration of various instruments/articles, a checklist of documents (**As per Annexure**) has been drawn for reference of the registering officers. The Registering Officers shall refer to the checklist while processing documents for registration. The Registering Officers are directed to adopt a citizen-centric approach while discharging their statutory duties in terms of the provisions of the Registration Act, 1908 and



relevant laws/rules/standing orders/instructions of the Government. In no case should they resort to seeking of such documents as are not backed by the relevant laws/rules. Furthermore, the Revenue Officers are directed to provide accurate inputs in terms of Revenue Extracts/Map/Schedule of property etc. as per requirement to ensure quality document registration.

By order of the Government of Jammu and Kashmir.

Sd/-

(Vijay Kumar Bidhuri) IAS

Commissioner/Secretary to the Government

Dated 18- 10-2022

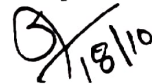
No:- Rev/Regt/57/2022(7036837)

Copy to the :

1. Financial Commissioner Revenue, J&K.
2. Addl. Secretary (JK) MHA, GOI, New Delhi.
3. Principal Secretary to the Hon'ble Lieutenant Governor.
4. Divisional Commissioner, Kashmir/Jammu.
5. Secretary to the Government, Department of Law, Justice & P.A
6. Inspector General of Registration, J&K.
7. All Deputy Commissioners.
8. Additional Inspector General of Registration, Kashmir/Jammu.
9. All Revenue Officers for compliance.
10. OSD to Advisor (B) to Hon'ble Lieutenant Governor.
11. All Registrars.
12. All Sub Registrars for compliance
13. Private Secretary to Chief Secretary.
14. Private Secretary to Commissioner/Secretary to Government, Revenue Deptt.
15. I/c Website Revenue Department .


(Surjeet Singh)

Under Secretary to the Government


18/10

**Annexure to the Government Order No 183- JK(Rev) of 2022
Dated 18-10-2022**

ARTICLE-WISE CHECKLIST OF DOCUMENTS

| S.No | Article | Documents Required | |
|------|---|---|---|
| | | Generic | Specific |
| 1 | Conveyance/Sale deed | 1.Deed Document 2.Copy of revenue extract with map/fard 3.ID Proof of parties 4.Residence proof of parties 5.PAN/Form 60/61 of parties 6.Identifier ID Proof 7.Witness ID Proof | 1. Valuation of structure. 2. Proof of agriculturist in case sale is of agricultural land. 3. NOC of SDA/JDA/Local Body/ Panchayat as the case may be 4. Proof of TDS filing if transaction is above Rs. 50.00 lakh. 5.Schedule of property 6.Original POA if sale is through PoA with certificate that Principal is alive and PoA still subsists. |
| 2 | Agreement to Sell Cum Power Of Attorney | 1. Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 5.PAN/Form 60/61 of parties 6.Identifier ID Proof 7.Witness ID Proof | 1.Valuation of structure 2. Proof of agriculturist in case sale is of agricultural land. 3. NoC of SDA/JDA as per requirement. 4. Schedule of property 5.Original POA if sale is through PoA with certificate that Principal is alive and PoA still subsists. |
| 3 | Exchange of Property | 1. Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 5.PAN/Form 60/61 of parties 6.Identifier ID Proof 7.Witness ID Proof | 1.Valuation of structure 2. Proof of agriculturist in case sale is of agricultural land. 3. Schedule of property 4. Proof of TDS filing if transaction is above Rs. 50.00 lakh. 5. NoC of SDA/JDA as per requirement . |
| 4 | Further Charge | 1.Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 5.Sanction letter of bank 6.Identifier ID Proof | -- |

| | | | | |
|----|---|--|---|--|
| | | | 7.Witness ID Proof | |
| 5 | Re-conveyance of Mortgaged Property | | 1.Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 5.Sanction letter of bank 6.Identifier ID Proof 7.Witness ID Proof | -- |
| 6 | Relinquishment/Release Deed | | 1.Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 5.PAN/Form 60/61 of parties 6.Identifier ID Proof 7.Witness ID Proof | 1.Valuation of structure 2. Schedule of property |
| 7 | Settlement Instrument of or deed of dower | | 1.Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 5.PAN/Form 60/61 of parties 6.Identifier ID Proof 7.Witness ID Proof | 1.Valuation of structure 2. Schedule of property |
| 8 | Revocation of Settlement | | 1.Deed Document 2.Copy of revenue extract with map 3.ID Proof of parties 4.Residence proof of parties 6.Identifier ID Proof 7.Witness ID Proof | --- |
| 9 | Surrender of Lease | | 1. Deed 2. Letter of surrender from the intending agency/department 3. Original Deed Document 4. Allotment Order 5. First Party ID Proof 6. Identifier ID Proof 7. Witness ID Proof | - |
| 10 | Cooperative Society Housing Deed | | 1. Lease Deed 2. Allotment Order 3. Second Party ID Proof | 1. Revenue papers duly attested 2. Certificate of |

9

9

| | | | |
|----|--|--|---|
| | | <ol style="list-style-type: none"> 4. Identifier ID Proof 5. Witness ID Proof | Registration of Cooperative Society as per J&K Re-organization Act, 2019. |
| 11 | Farghati or Disinheritance Deed | <ol style="list-style-type: none"> 1. Deed Document 2. Copy of revenue extract with map 3. ID Proof of parties 4. Residence proof of parties 5. Identifier ID Proof 6. Witness ID Proof | ---- |
| 12 | Perpetual Lease Deed | <ol style="list-style-type: none"> 1. Lease Agreement 2. Allotment Order (in case of Lease Deed between Government agency and a private party) 3. Identity proof of parties 4. Residence proof of parties 5. Identity proof of Identifier 6. Identity proof of Witness | 1. Copy of revenue extract for private lease |
| 13 | Ratification of Document | <ol style="list-style-type: none"> 1. Deed Document 2. Original deed document 3. Identity proof of parties 4. Identifier ID Proof 5. Witness ID Proof | ---- |
| 14 | Rectification of Deed for mutual mistake | <ol style="list-style-type: none"> 1. Deed Document 2. Identity proof of parties 3. Identifier ID Proof 4. Witness ID Proof | 1. Revenue documents in case of change in property attributes |
| 15 | Will Deed | <ol style="list-style-type: none"> 1. Deed document 2. ID Proof 3. Identifier ID Proof 4. Witness ID Proof | ----- |
| 16 | Revocation of Will Deed | <ol style="list-style-type: none"> 1. Deed document 2. ID Proof 3. Identifier ID Proof 4. Witness ID proof | ----- |
| 17 | Dissolution of Partnership | <ol style="list-style-type: none"> 1. Basic partnership deed | ---- |





| | | | |
|----|--|---|---|
| | | <ol style="list-style-type: none"> 2. ID proof of parties 3. Identifier ID Proof 4. Witness ID Proof | |
| 18 | Partnership deed | <ol style="list-style-type: none"> 1. Deed document 2. Address proof of partnership 3. ID proof of parties 4. Identifier ID Proof 5. Witness ID Proof | ---- |
| 19 | Special power of attorney other than sale | <ol style="list-style-type: none"> 1. Deed document 2. ID proof of parties 3. Identifier ID Proof 4. Witness ID Proof | --- |
| 20 | General power of attorney | <ol style="list-style-type: none"> 1. Deed document 2. ID proof of parties 3. Identifier ID Proof 4. Witness ID Proof | 1.If the clause of sale is involved, then copy of revenue extract |
| 21 | Revocation of or concerning any property when made by any instrument other than a will | <ol style="list-style-type: none"> 1. Deed document 2. ID proof of parties 3. Identifier ID Proof 4. Witness ID Proof | -- |
| 22 | Trust Deed | <ol style="list-style-type: none"> 1. Deed document 2. ID proof of parties 3. Identifier ID Proof 4. Witness ID Proof 5. Address proof (office proof) | -- |
| 23 | Transfer agreement | <ol style="list-style-type: none"> 1. Transfer order 2. Deed document 3. ID proof of parties 4. Identifier ID Proof 5. Witness ID Proof 6. NOC/Permission/ Approval from JDA/SDA/Housing Board/Local Body etc | --- |
| 24 | Agreement relating to Deposit of title deeds, pawn, pledge or hypothecation, that is to pay any instrument | <ol style="list-style-type: none"> 1. Deed document 2. Bank letter 3. Copy of revenue extract/ 4. ID proof of parties | ----- |

9

9

| | | | |
|----|--|--|-------|
| | evidencing an agreement relating to | 5. Identifier ID Proof 6. Witness ID Proof | |
| 25 | Agreement relating to Deposit of title deeds, pawn, pledge or hypothecation, that is to pay any instrument evidencing an agreement relating to- The pawn, pledge or hypothecation of movable property, where such pawn pledge, or hypothecation has been made by way of security for the repayment of money advanced, or to be advanced by way of loan or an existing future debt | 1. Deed document 2. Bank letter 3. Copy of revenue extract 4. ID Proof of parties 5. Identifier ID Proof 6. Witness ID Proof | ----- |
| 26 | Agreement relating to Deposit of title deeds, pawn, pledge or hypothecation, that is to pay any instrument evidencing an agreement relating to- The pawn, pledge or hypothecation of movable property, where such pawn pledge, or hypothecation has been made by way of security for the repayment of money advanced, or to be advanced by way of loan or an existing future debt | 1. Deed document 2. Bank letter 3. Copy of revenue extract 4. ID Proof of parties 5. Identifier ID Proof 6. Witness ID Proof | ----- |
| 27 | Agreement | 1. Deed document 2. ID Proof of parties 3. Identifier ID Proof 4. Witness ID Proof | --- |
| 28 | Agreement of Lease | 1. Deed document 2. ID Proof of parties 3. Identifier ID Proof 4. Witness ID Proof 5. Registration certificate of Industrial Unit if | --- |



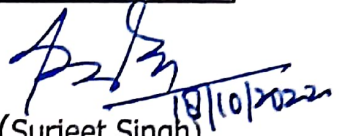


| | | applicable | |
|----|--|--|--|
| 29 | Lease/Rent | <ol style="list-style-type: none"> 1. Deed document 2. ID Proof of parties 3. Identifier ID Proof 4. Witness ID Proof 5. Registration certificate of Industrial Unit if applicable | --- |
| 30 | Mortgage Deed | <ol style="list-style-type: none"> 1. Deed Document 2. Copy of revenue extract with map 3. ID Proof of parties 4. Residence proof of parties 5. Sanction letter of bank 6. Identifier ID Proof 7. Witness ID Proof | Certificate of being EWS |
| 31 | Partition Deed | <ol style="list-style-type: none"> 1. Deed document 2. Mutation 3. Copy of revenue extract with map 4. ID Proof of parties 5. Residence proof of parties 6. PAN/Form 60/61 of parties 7. Identifier ID Proof 8. Witness ID Proof | --- |
| 32 | Cancellation of instrument | <ol style="list-style-type: none"> 1. Deed document 2. ID Proof of parties 3. Identifier ID Proof 4. Witness ID Proof | ---- |
| 33 | Gift Deed | <ol style="list-style-type: none"> 1. Deed Document 2. Copy of revenue extract with map 3. ID Proof of parties 4. Residence proof of parties 5. PAN/Form 60/61 of parties 6. Identifier ID Proof 7. Witness ID Proof | <ol style="list-style-type: none"> 1. Valuation of structure 2. Proof of agriculturist in case sale is of agricultural land. |
| 34 | Letter of Guarantee | <ol style="list-style-type: none"> 1. Deed document 2. Identity proof of parties 3. Identifier ID Proof 4. Witness ID Proof | --- |
| 35 | Adoption Deed (other than Will) & Authority to adopt | <ol style="list-style-type: none"> 1. Deed document 2. Identity proof of parties 3. Identifier ID Proof | --- |

| | | | |
|----|------------------|--|----------------------------|
| | | 4. Witness ID Proof | |
| 36 | Declaration deed | <ol style="list-style-type: none"> 1. Deed document 2. Copy of revenue extract with map and schedule of property 3. Copy of mutation 4. Identity proof of parties 5. Identifier ID Proof 6. Witness ID Proof | 1. Copy of allotment order |

Notes-

1. Stamp duty as prescribed to be paid online in the form of e-stamp.
2. Registration fee to be paid online either through JKGRAS or through Payment Gateway of Jammu and Kashmir Bank.
3. Permission of the Competent Authority in case the property pertains to migrant as per Jammu and Kashmir Migrant Distress Sales Act, 1997


(Surjeet Singh) 18/10/2022

Under Secretary to the Government


18/10