



# **CITIZEN FRIENDLY INTERFACE OF REGISTRATION OFFICE- E- SUB-REGISTRAR OFFICE**

**DR B M MISHRA, IAS  
SPECIAL IGR  
DELHI**

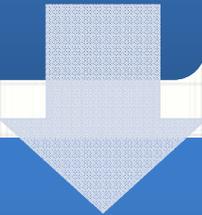
# OBJECTIVES

- To make the registration process user friendly
- To do away with the serpentine queues, huge crowd and provide good basic amenities.
- To end the multiple visits to Sub Registrar offices and long list of pendency
- To eliminate the menace of touts and middlemen
- To make entire registration process Transparent and Accessible.

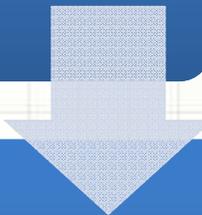
# Identified Tasks

- To simplify the access to the Sub-Registrar Offices
- To restrict unauthorized entry
- To open new public interface- website, information kiosk and reception counter
- To facilitate prior to presentation before Sub-Registrar- information on website, facilitator
- To minimize discretion of the officials
- Software designing and process re-engineering
- Same day decision on the presented document

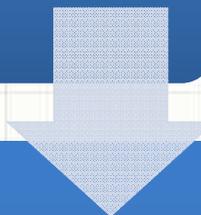
Appointment for a particular time on a particular date depending upon availability of slot.



Visit to reception on allotted time only



Swipe card based entry to the facilitation/ Waiting hall



Facilitation and data entry at facilitation counter

Presentation Before Sub- Registrar

Biometry

Delivery of Document on the same day or impoundment

Back end Process- digitization of data and documentation on the same day.

# Steps of Registration

- Please get your e-stamp paper of correct value prepared by visiting the nearest Stock Holding Corporation of India Ltd.(SHCIL) center or their Authorized Collection Centre(ACC). The address of nearest SHCIL/ACCs can be checked on the website [www.shcilestamp.com](http://www.shcilestamp.com) .
- Please take appointment for visit to Sub-Registrar office on website of the Revenue Department (<http://revenue.delhi.gov.in> ) or by approaching the Reception Desk/kiosk at the Sub-Registrar Office.

# New Concept - AMS

- Tout-free registration of property: Delhi opened first e-sub-registrar office and online Appointment Management System in Mehrauli (02<sup>nd</sup> july 2012) and later in Rohini



# AMS- APPOINTMENT MANAGEMENT SYSTEM

- Appointment Management System- available On Website.
- Appointment also given at reception of the Sub Registrar office and Information kiosks.
- PDF Downloadable forms of all types of deeds, Tax calculator, FAQs and details of requirement for all types of instruments.
- E- Stamping for all denominations.

# AMS...

- Documents Required are displayed to the users
- Authentication of appointment seekers using e-stamp number or through mobile verification PIN system
- Optional Date for Appointment as per choice of user.
- Unique Appointment id generation for each appointment
- User may take print of Generated Appointment Token Slip.
- Paperless appointment for public as appointment id will also be sent to both the parties on the provided mobile numbers.

## REVENUE DEPARTMENT APPOINTMENT MANAGEMENT SYSTEM

Select Your District: SOUTH Sub-Registrar: Sub-Registrar-V-Hauz Khas  
 Select your Area: SOUTH NORTH\_WEST

Purpose for Appointment: Award

SNo	Documents_Required
1	Original Documents with one set of Xerox copies
2	Two Passport Size Photograph on both copies of documents (Seller & Purchaser)
3	'e-Stamp paper with correct value of Stamp duty
4	Bank Draft of Registration fee with undertaking / Affidavit
5	If transaction is for more than Rs. 500000/- self attested copy of Pan Card or Form 60
6	Original ID Proof of the concerned Parties (Seller, Purchaser and Witness)like voter card, pan card. Passport, Driving License , Adhar Card and in case of companies, power of attorney/board resolution
7	in case of agriculture Land, NOC required

Are all the mentioned documents READY? NO

### Related Links:

- Revenue Department
- Departmental Login
- Request for Appointment with Sub-Registrar
- Click here to print your Appointment Token Slip
- Category wise Circle Rate Form 60
- Procedure for Registration in e-Sub Registrar Office
- Rates of Stamp Duty
- Contact Us

# REVENUE DEPARTMENT

# APPOINTMENT MANAGEMENT SYSTEM

Select Your District: SOUTH

Sub-Registrar: Sub-Registrar-V-Hauz Khas

Select your Area: Adchini

Purpose for Appointment:

SNo	Purpose for Appointment
1	Original Document
2	Two Passport Size Photographs
3	Self-Stamp paper
4	Bank Draft of Rs. 1000/-
5	If transaction is for purchase of land
6	Original ID Photo of Applicant and Purchaser and Witness (like voter card, pan card, Passport, Driving License, etc.)
7	in case of agricultural land, original land records

mentioned documents READY? NO

## Related Links:

- [Revenue Department](#)
- [Departmental Login](#)
- [Request for Appointment with Sub-Registrar](#)
- [Click here to print your Appointment Token Slip](#)
- [Category wise Circle Rate Form 60](#)
- [Procedure for Registration in e-Sub Registrar Office](#)
- [Rates of Stamp Duty](#)
- [Contact Us](#)



# REVENUE DEPARTMENT

# APPOINTMENT MANAGEMENT SYSTEM

Select Your District: **SOUTH** Sub-Registrar: **Sub-Registrar-V-Hauz Khas**  
 Select your Area: **Adchini**

Purpose for Appointment :	
SNo	
	Award
1	Original Documents w
2	Two Passport Size Ph
3	'e-Stamp paper with c
4	Bank Draft of Registra
5	If transaction is for m
6	Original ID Proof of the Driving License , Adh
7	in case of agriculture
	Trust Deed
	Adoption Deed
	Certificate of Sale
	Consent Letter
	Conveyance
	Declaration
	Gift Deed
	Mortgage Deed

## Related Links:

[Revenue Department](#)

[Departmental Login](#)

[Request for Appointment with  
Sub-Registrar](#)

[Click here to print your  
Appointment Token Slip](#)

[Category wise Circle Rate](#)

[Form 60](#)

[Procedure for Registration in  
e-Sub Registrar Office](#)

[Rates of Stamp Duty](#)

[Contact Us](#)



# REVENUE DEPARTMENT APPOINTMENT MANAGEMENT SYSTEM

Select Your District: SOUTH Sub-Registrar: Sub-Registrar-V-Hauz Khas  
Select your Area: Adchini

Purpose for Appointment: Will  
Are all the mentioned documents READY? YES

First Party Details:  
Name: SANDEEP SHARAWA Address: 594, VPO HAUZ KHAS DELHI  
*Your PIN has been sent to your Mobile number*  
Mobile Number: 9716885599 Send PIN Enter PIN: submit PIN

- ### Related Links:
- Revenue Department
  - Departmental Login
  - Request for Appointment with Sub-Registrar
  - Click here to print your Appointment Token Slip
  - Category wise Circle Rate Form 60
  - Procedure for Registration in e-Sub Registrar Office
  - Rates of Stamp Duty
  - Contact Us



District: SOUTH Sub-Registrar: Sub-Registrar-V-Hauz Khas  
Select your Area: Adchini

Purpose for Appointment: Will  
Are all the mentioned documents READY? YES

First Party Details:  
Name: SANDEEP SHARAWA Address: 594, VPO HAUZ KHAS DELHI  
Your PIN has been sent to your Mobile number  
Mobile Number: 9716885599 Send PIN Enter PIN: 8288 submit PIN

Your Mobile Number is verified, Now you may proceed to get appointment with Sub-Registrar...

\*Select Date for appointment to find time availability:  
11:30  
11:45  
12:00  
12:15  
12:30  
12:45  
13:00  
13:15  
13:30  
13:45  
14:00

January 2013

We	Th	Fr	Sa
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	1	2
6	7	8	9



\* Text in above image is case-insensitive  
Enter the text in above image:

Time : 11:30 (HH:MM) - \*\*\*Tentatively available time, please select !!!

Apply for appointment with SR

### Related Links:

- Revenue Department
- Departmental Login
- Request for Appointment with Sub-Registrar
- Click here to print your Appointment Token Slip
- Category wise Circle Rate Form 60
- Procedure for Registration in e-Sub Registrar Office
- Rates of Stamp Duty
- Contact Us



Revenue Department: Appointment Management System - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

Revenue Department: Appointment Ma... +

localhost/ams/p\_apply.aspx

Yahoo! Search SEARCH

**Revenue Department  
Govt. of NCT of DELHI  
5, Sham Nath Marg, Delhi-110054.**

**Applied on : Date : 10/01/2013**

**Acknowledgement slip for appointment**

<b>District :</b> SOUTH	<b>Sub-Registrar Office :</b> Sub-Registrar-V-Hauz Khas
	<b>Locality:</b> Adchini
<b>Your Id Number:</b>	<b>915213000001</b>
<b>Your e-Stamp Number:</b>	
<b>Purpose of Visit at SR Office:</b>	Presentation of Will
<b>Details of First Party:</b>	Sh./Smt. SANDEEP SHARAWAT R/o VPO 594 HAUZ KHAS DELHI, Mobile: 9716885599
<b>Details of Second Party:</b>	
<b>Address of Property to be Registered:</b>	
<b>Date/Time Alloted:</b>	Date: 10/01/2013 Time Alloted: 12:00 Noon
NOTE : You are requested to reach the Sub-Registrar office Reception 15 minutes before your appointment time otherwise your appointment is liable to be cancelled and you are requested to come with copy of this slip or keep above mentioned Your Id Number.	
<input type="button" value="Print"/>	



Windows taskbar showing icons for Internet Explorer, Firefox, Revenue Department, and Microsoft PowerPoint. System tray shows the time 11:31 and date 2013-01-10.

# Steps of Registration

- Please visit Reception at the appointed date & time along with your Appointment Slip/SMS received in your mobile confirming the appointment/ computer generated appointment no. as reference.
- Please obtain your Swipe Card from Reception to enter Facilitation Center. Loss of Swipe Card may result in denial of access to e-Sub Registrar office.
- Please visit the Facilitation Counter in the hall when your token number is displayed on the screen.

# Steps of Registration

- Please present your documents to Facilitator. Follow strictly the suggestion of Facilitator if certain changes are required in your documents. Upon clearance by Facilitator, please wait for your turn for presentation before Sub-Registrar along with all the parties required to be present.
- Upon acceptance by Sub-Registrar, please proceed to the Biometric Division for finger printing & photographs. Collect your Receipt on completion of registration process.
- Please exit from the Exit Door using your Swipe Card. Drop the Swipe Card at designated place only.
- Delivery of documents will be between 3 pm to 5 pm at Delivery Counter only on the same day.

# Benefits to Public

- User can take appointment of his own choice of date
- While taking Appointment in AMS Web Portal appointment seeker will be shown the additional documents required for registration.
- Appointment with the Sub-Registrar may be taken from anywhere including WAP/GPRS enabled handheld devices using internet.
- Tout-free registration of property
- Token System is also managed in the AMS portal only for Queuing the turns of Appointment seekers

# Benefits to Office

- Crowd at Sub Registrar has been Managed Properly using AMS Web Portal and displaying token number on the display screen in the Waiting Hall.
- Sub Registrar can view the list of Documents to be registered today in advance.
- Appointment seekers are authenticated by accessing details of parties from e-stamp number or authenticated by sending sms to the mobile Number.

[Back](#)Welcome: sr5h, [Logout](#)

## Schedule of Sub Registrar Office for the Date : 09/01/2013

[Print Schedule](#)

Schedule For SR Office

APPOINT_NO	estampno	estampvalue	First_party	Second_Party	Property_address	Deed_type	Token_no	PAN	Time_HHMM
915213000081	DN-DL60315438161366K	500	SAFEGATE TRUST, 306A, Rectangle One, Saket New Delhi - 17, 9810973757	NA,306A, Rectangle One, Saket New Delhi - 17,9810973757	NA	Trust Deed	1	AALTS4353D	1000
915213000174	DN-DL63874564208797L	1170000	NEERA KUMAR AND OTHER, W-147, GREATER KAILASH, PART-II, NEW DELHI-110048, 9910799249	S G INFRADEVELOP PVT LTD,XVI/2646 TO 2649, PLOT NO J-238 (THIRD FLOOR), BANK STREET KAROL BAGH, NEW DELHI-110005,9811228554	W-147, GREATER KAILASH, PART-II, NEW DELHI	Sale Deed	2	ANDPK0424C	1000
915213000181	DN-DL46559865747381K	50200	JAGDISH LAL, 22/5 YUSUF SARAI ND, 9999977051	MS ROYAL ASSOCIATES CHEMIST,22/5 YUSUF SARAI NEW DELHI,9911363700	PROP NO. 22/5, SHOP ON GROUND FLOOR, KHASRA NO. 53, YUSUF SARAI, NEW DELHI	Lease	11		1000
915213000190		0	SMT DHARAM KAUR , HOUSE NO420 FRONT SIDE SHAHPUR JAAT NEW DELHI 110049, 9899109534	"		Relinquishment/Release Deed Without Consideration	3		1000
915213000192		0	MS BHAVANA PADIYATH, C-7, PRESS ENCLAVE, SAKET, NEW DELHI, 9540289584	"		Indemnity Bond	4		1000
915213000193		0	MS BHAVANA PADIYATH, C-7, PRESS ENCLAVE, SAKET, NEW DELHI, 9540289584	"		SPA/GPA/GPA Blood Relation	6		1000
915213000194		0	MS BHAVANA PADIYATH, C-7, PRESS ENCLAVE, SAKET, NEW DELHI, 9540289584	"		SPA/GPA/GPA Blood Relation	5		1015
915213000195		0	tarun volra and othe, k-113 hauz khas new delhi, 9811068322	"		Relinquishment/Release Deed Without Consideration	7		1015
915213000196	DN-DL644109630152468L	118400	SMT LEEBA, 55a sultanpur extn nd, 9971505275	SMT UMA AHLUWALIA, 82 krishna ngr nd,9811353557	PROPERTY NO. 78/1 IN KHASRA NO. 420 AT EXTENDED LAL DORA OF VILLAGE SULTANPUR NEW DELHI	Lease	8	FORM 60	1015
915213000197	DN-DL64969549607192L	50000	RAVI KUMAR, WARD NO 8 MEHRAULI NEW DELHI 8860132775	SANGEETA NATH,AMRIT PURI GARHI DELHI-110065,9810172721	1088-B WARD NO 1, MEHRAULI, NEW DELHI	Sale Deed	16	AQAPN2858D	1015
915213000198		0	RAKESH KUMAR AND OTH, H NO 2 VILLAGE KHANPUR NEW DELHI 110062, 9810582787	"		Relinquishment/Release Deed Without Consideration	17		1015
915213000199		0	Usha Sethi , 18-B, Savitri Nagar, New Delhi, 9711430252	"		Relinquishment/Release Deed Without Consideration	10		1015
915213000200	DN-DL64102925657752L	600000	VARUN SALUJA, B-68, Shivalik New Delhi, 9911113734	ASHISH VASHISTHA AND OTHER,D-2, First Floor Geetanjali Enclave New Delhi,9871142425	B-41, SHIVALIK NEW DELHI	Sale Deed	9	BCAPS5390C	1030
915213000201	DN-DL65021944326823L	29000	NAVEEN SHARMA, 886/45, WARD NO 8 MEHRAULI NEW DELHI, 9873410013	ASHA SHARMA,422/3 MEHRAULI NEW DELHI,9312694871	496, WARD NO 5, MEHRAULI, NEW DELHI	Sale Deed	12	FORM 60	1200
915213000202	DN-DL61552899270658K	5300	ANINA GOEL AND ATUL GOEL, 267, Hauz Rani, Mahiya Nagar, New Delhi, 9810322739	SHRISH MISHRA AND PRIYA BADOLA,9-Balock-D, air port lane opp safadajung new delhi ,9810322739	F-10/2 MALVIYA NAGAR, NEW DELHI	Lease	13		1200
915213000203		0	MANISHA SINHA, BUNGALOW NO 2 NEW TYPE-V			Relinquishment/Release Deed	15		1200



**REVENUE DEPARTMENT** **APPOINTMENT MANAGEMENT SYSTEM**

Logout

# Facilitation Counter

Counter Number	Token number
1	10
2	6
3	7

स्वागत काउंटर  
RECEPTION COUNTER



कृपया अपनी अपॉइंटमेंट रसीद दिखाएं  
और अपना स्वाइप कार्ड लें  
PLEASE SHOW YOUR APPOINTMENT  
SLIP & TAKE YOUR SWIPE CARD



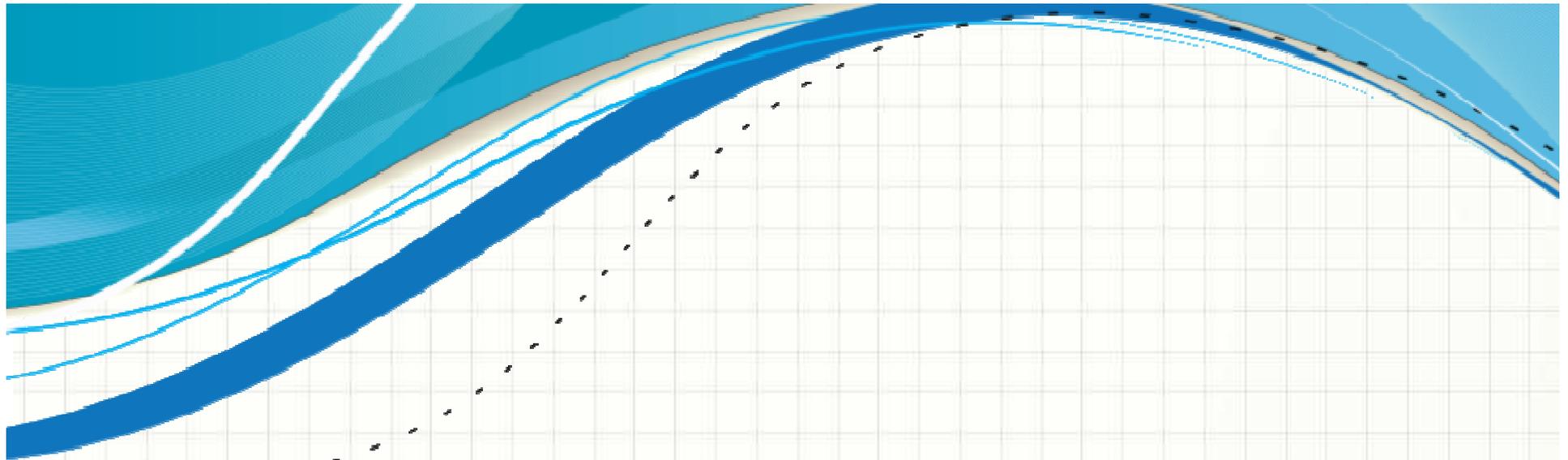


राजस्टर कार्यालय  
REGISTRAR OFFICE

कृपया अपना कार्ड  
यहां स्वाइप करें  
PLEASE SWIPE YOUR  
CARD HERE







**THANK YOU.**