



User Manual

Document Entry *(NGDRS)*

For

Department of Land Resources
Government of India – Ministry of Rural Development

Application Designed and Developed by
SDU Pune NIC
Department of Information Technology

User Manual: Document Entry



National Generic Document Registration System

Department of Land Resources

Government of India - Ministry of Rural Development



- Open NGDRS site
- NGDRS site **home page** screen as follow

NGDRS

Skip to Main Content

Select Language

Home

Citizen Registration

Appointment

10 Registered Employees

10 Registered Citizens

10 Property Valuations

10 Registered Properties

Citizen Login

Search

Organization Login

Property Registration Act:

Act:1

Act:2

Act:3

Slider

Property Registration

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Digital India

1. Click on Citizen Registration menu link

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➤ Citizen Registration screen as follow

NGDRS Skip to Main Content Select Language A A A

Home
Citizen Registration
Appointment

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Contact Person: First Name Middle Name Last Name

Contact Person Address

Building Name / No. / Floor: Street / Locality:
City: Pin Code:
State: --Select State-- Division: --Select Division--
District: --Select District-- Taluka: --Select Taluka--

Contact Person Details

E-Mail ID: Mobile No: * 1
ID Proof Type: --Select ID Proof--

Select User ID & Password

User Name: * 2 Check Availability: 3
Password: * 4 Retype Password: * 5
* Only Hash(#),At Sign(@) & Star(*) with at least one capital,one small alphabet & one number allowed in Password field.
Enter Text As Show: * 7 x j l t c s 6

In case you Forget Your Password

Hint Question: --Select Hint Question-- Your Answer:
8 Submit Cancel 9

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- Red Asterisk (*) are mandatory /compulsory fields.
- Fields not showing Red Asterisk (*) are optional.
- Password Policy : Password should contain at least 1 Uppercase, 1 Lowercase, 1 digit, 1 special character)

1. Enter valid 10 digit mobile number
2. Enter username of your preference.
3. Check username is available by click on Check Availability button to make sure username is available. If username is available then only user has allowed to create username
4. Enter password (Password should contain at least 1 Uppercase, 1 Lowercase, 1 digit, 1 special character)
5. Enter retype password (Retype password should be same as entered password)
6. Read the characters from the captcha image
7. And enter text in field

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8. Click on submit button for to save records. (If record save successfully then success message is displayed)
 9. By click on cancel button user re-direct to home page
- Enter the details in citizen registration form and click on submit button for to generate citizen username & password.
 - **Home page** screen as follow

The screenshot shows the NGDRS Home page. The header includes the NGDRS logo, a menu icon, and options for 'Skip to Main Content' and 'Select Language'. The sidebar on the left has links for 'Home', 'Citizen Registration', and 'Appointment'. The main content area features four colored boxes with the number '10' and labels: 'Registered Employees' (blue), 'Registered Citizens' (green), 'Property Valuations' (orange), and 'Registered Properties' (red). Below these are three main sections: 'Citizen Login' (with a family icon), 'Search' (with a magnifying glass icon), and 'Organization Login' (with a stamp icon). A 'Property Registration Act' section lists three acts. A 'Slider' section shows an 'Online Registration' image. At the bottom, there are four columns of links: External Links, Legal Information, Site Links, and Other Links. The footer contains the site design and development information.

1. Go to home page by click on home menu link
2. Click on citizen login link for to open login page



➤ Login page screen as follow

The screenshot shows the NGDRS login page. The header includes the NGDRS logo, a menu icon, 'Skip to Main Content', and 'Select Language'. The main content area features a banner with the system name and a login form titled 'Sign in to start your session'. The form contains fields for User Name (ngdrcitizen), Password (masked), and Captcha (4VE0FL). Below the Captcha field is an image of the captcha '4VE0FL'. There are buttons for 'Get OTP', 'Enter OTP' (with value 36125488), and 'Login'. Red arrows and numbers 1-7 point to each step: 1. User Name field, 2. Password field, 3. Captcha image, 4. Captcha input field, 5. Get OTP button, 6. Enter OTP field, 7. Login button. The footer contains the text: 'Site designed and developed by National Informatics Center. Contents provided and maintained by Department of Land Resources, Ministry of Rural Development, Govt. of India.' and the Digital India logo.

1. Enter valid username
2. Enter valid password
3. Read captcha from image which shown in below the captcha field
4. Enter 6 digit **Captcha** code which is shown in image
5. Click on **Get OTP** button, OTP will be received on your registered mobile
6. Enter OTP
7. Click on **Login** button to enter into site

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➤ **Welcome screen as follows**

The screenshot shows the NGDRS (National Generic Document Registration System) interface. The header includes the logo, 'NGDRS', and navigation options like 'Skip to Main Content' and 'Select Language'. The left sidebar contains a menu with items: Home, Valuation, User Management, Reports, Master, Document Entry (highlighted with a red arrow and callout '1'), and Document Entry (highlighted with a red arrow and callout '2'). The main content area displays the system title and department information. The footer contains the text: 'Site designed and developed by National Informatics Center. Contents provided and maintained by Department of Land Resources, Ministry of Rural Development, Govt. of India.' and the Digital India logo.

- Select Document Entry under Document Entry menu.

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➤ Document Entry screen as follow

The screenshot shows the NGDRS interface for Maharashtra. The main content area is titled 'Document Entry' and contains a table of document entries. The table has the following data:

Select	Pre Reg. No.	Registration No.	Article Name	Title Name	Location	Usage Category	Status	Annexure - 11
Select	2017000004		Agreement	Administration Bc	घाडगेवाडी	Layout Plot	Data Entr	PDF
Select	2017000005		Agreement	Administration Bc	बावधन खुर्द ता.प.	Layout Plot	mitted	PDF
Select	2017000006		Lease	Administration Bc	नारायण पेठ	Shop - Rural		PDF
Select	2017000008		Agreement	Administration Bc	सदाशिव पेठ / न	Layout Plot	Data Entr	PDF
Select	2017000009		Bond	Administration Bc			Data Entr	PDF

1. Enter new document details
2. Document entered by user & which are not registered, in-complete document will be available for updation. Click on select for to update or edit the document
3. Get the full report in PDF (Annexure -11) of document entry by simply click on PDF link

➤ Click on new Document Entry button for to enter document details

➤ Citizen will enter following details.

- A. General Info
- B. Property Details
- C. Party
- D. Witness
- E. Identification
- F. Stamp Duty
- G. Payment
- H. Upload File
- I. Pre-Reg Summary
- J. Data Submission
- K. Appointment



The screenshot shows the 'General Information' form in the NGDRS application. The form is divided into several sections:

- Article* :-** A dropdown menu with 'Adoption Deed' selected. A red arrow labeled '1' points to this field.
- Local language For Data Entry**: A dropdown menu with 'English' selected. A red arrow labeled '3' points to this field.
- Execution Type**: A dropdown menu with 'Court Decree' selected. A red arrow labeled '4' points to this field.
- Court order Date**: A date field with '15-02-2017' entered.
- Date of Execution**: A date field with '16-02-2017' entered. A red arrow labeled '5' points to this field.
- Search old party name**: A dropdown menu with 'Reference Document Number' selected. A red arrow labeled '6' points to this field.
- Reference Doc No./Token**: A text field with '785' entered. A red arrow labeled '7' points to this field.
- Advocate Name[ENGLISH]**: A text field with 'advocate' entered.
- Link Document Number**: A text field with '232' entered. A red arrow labeled '8' points to this field.
- Document Title**: A dropdown menu with 'Administration Bond' selected.
- No Of Pages**: An empty text field.
- Name Of The Document Writer**: A text field with 'ngdrscitizen' entered.
- Reference Document Date**: A date field with '10-01-2017' entered.
- Link Document Date**: A date field with '01-12-2016' entered.

Below the main form is the 'Article Dependent Fields' section, which is currently empty. A red arrow labeled '2' points to this section. At the bottom right of the form, there is a 'Next' button with a red arrow labeled '9' pointing to it.

A. General Info

1. Article : Select the article
2. Article dependent fields are listed according to selection of article. Enter details in article dependent fields
3. Select the local language for data entry
4. Execution Type : If select Court Decree option then Court order date field is open for to enter date
5. Date of execution : Select execution date
6. Search old party name by : Token Number for Reference Document Number
7. Reference Document Number : Is used for to fetch party name from old document
8. Link Document Number : Is the Reference of previous document registration`
9. To save general Info click on Next button & see the success message on property details tab



B. Property Details

- Property details is an optional tab and it comes as per the selection of article from general info tab
- Property Details screen as follows

NGDRS
Skip to Main Content
Select Language
ngdrscitizen

IGR Maharashtra

- Home
- Valuation
- User Management
- Reports
- Master
- Document Entry

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 Department of Land Resources
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Saved Successfully

Your Documents
Change Profile
Reports

A - General Info
B - Property Details
C - Party
D - Witness
E - Identification
F - Stamp Duty
G - Payment
H - Upload File
I - Pre Reg. Summary

J - Data Submission
K - Appointment

Property Valuation

District:

Select Land Type:

Local Governing Body: Taluka: City Area/Zone:

Survey Number: Check

Location: View Rates

View Survey Number

Property Usage

- Mumbai Shop / Office Other than Mall and Complex (Rule No.9 अ,ब,क Page No.8,9)
- Mumbai Shop in Complex (Rule No.9 ख, Page No.9)
- Mumbai Shop in Mall (Mumbai Rule No. 10, Page No. 9)
- Shop / Office Other than Mall and Complex - 8 क Page No.7
- Shop / Office in Mall - 9 -> 3) Page No.8
- Big Shop/Office in Complex - 8 ख 3) Page No.8

Main Usage

- Agriculture +
- Non Agriculture Build And Open -
- Industrial
- Residential -OLD
- Open Land Rural
- Property within Village Boundaries
- Office / Upper Floor Office
- Residential
- Open Land
- Shop

Construction Type: Age:

Road Vicinity:

GROUND FLOOR SHOP

Land area	<input type="text"/>	Square Metres	Built Up Area	<input type="text"/>
Area of Constructed Property	<input type="text" value="15.79"/>	Square Metres	Built Up Area	<input type="text"/>
Open Parking	<input type="text"/>	Square Metres	Built Up Area	<input type="text"/>
Covered Parking	<input type="text"/>	Square Metres	Built Up Area	<input type="text"/>
Shop Floor	<input type="text" value="Ground Floor Or"/>	Square Metres	Built Up Area	<input type="text"/>
Mezzanine Floor Area	<input type="text" value="5.57"/>	Square Metres	Built Up Area	<input type="text"/>

Property Category

Building Name:

Building Number:

Floor Number:

Flat Number:

Wing:

Society Name:

Pin code:

Seller Property Attribute

Seller Property Attribute: Add

Attribute Name	Attribute Value

Purchaser Property attributes

Seller Property Attribute: Add

Attribute Name	Attribute Value
Survey Number	96

Check Property Prohibition
Save

List Of Properties

10 records per page Search

Property Details	Location	Usage	Action
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

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9



a) Property Location

The screenshot shows a web form for document entry. The steps are as follows:

- Select District (Pune)
- Select Land Type (URBAN)
- Select Local Governing Body (Pune)
- Select Taluka (हवेली)
- Select City Area/Zone (नारायण पेठ)
- Click Check button
- Select Location (Zone)
- Select location within City/Village (लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गो...)
- Click View Rates button
- Click View Survey Number button

1. Select District
2. Select Land Type. According to land type Local Governing Body & Taluka will be available for selected districts. If select Urban land type then local governing body field is appear and for Rural & Influence only Taluka & Village field is appear
3. Select Local Governing Body
4. Select Taluka. City Area / Zone & Village label is changed according to selected Taluka & Local Governing Body
5. Select City Area/ Zone or village from the list.
6. Check survey number is available or not by simply click on check button
7. Select location
8. Select location within City/ Village
9. View Rates : View the rate of selected location by simply click on View Rates button

Sr.No.	List ID	Location	Usage	Rate
1	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Office / Upper Floor Office	171510
2	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Open Land	75940
3	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Residential	78180
4	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Shop	298930

10. View Survey Number: will show the survey numbers for particular location.

- View survey number for the confirmation or reference
- Screen of view survey number as follows



List of Survey Numbers ×

10 records per page Search:

Sr. No	Survey Number
1	195
2	246
3	354
4	244
5	351
6	350
7	309
8	307
9	253
10	252

Showing 1 to 10 of 21 entries Previous **1** 2 3 Next

[Close](#)

b) Property Usage

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The screenshot displays the 'Property Usage' and 'Main Usage' sections of the application. The 'Property Usage' section on the left contains a search box (4) and a list of usage options. The 'Main Usage' section on the right contains a list of usage categories with expand/collapse icons (1). The 'Shop / Office Other than Mall and Complex - 8 क Page No.7' option is selected in the 'Property Usage' list (3). The 'Shop' option is selected in the 'Main Usage' list (2).

Property Usage

Search... (4)

- Mumbai Shop / Office Other than Mall and Complex (Rule No.9 अ,ब,क Page No.8,9)
- Mumbai Shop in Complex (Rule No.9 ङ , Page No.9)
- Mumbai Shop in Mall (Mumbai Rule No. 10, Page No. 9)
- Shop / Office Other than Mall and Complex - 8 क Page No.7 (3)
- Shop/ Office in Mall - 9 -> 3) Page No.8
- Big Shop/Office in Complex - 8 ङ 3) Page No.8

Main Usage

- Agriculture +
- Non Agriculture Build And Open - (1)
- Industrial
- Residential -OLD
- Open Land Rural
- Property within Village Boundaries
- Office / Upper Floor Office
- Residential
- Open Land
- Shop (2)

For which property usage user want to find valuation select that correct property usage by following steps

Selection Process A

1. Go to Main Usage and click on + icon for to open usages.
2. Select particular usage then details will be available in left hand panel.
3. Select Detail usage

Selection Process B

1. Enter/type usage in search box. List of Detail usages will be displayed in left hand panel
2. Select particular usage then details will be available in left hand panel.
3. Select Detail usage.
4. Select the property usage
 - Here taking example for to select Ground Floor Shop so that selected property usage is Shop / Office other than mall and complex
 - By selecting property usage its dependencies are appear as shown in following screenshot

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Construction Type 1 → RCC PUCCA Age 2 → 0 to 2 Years
Road Vicinity 3 → Facing Road

GROUND FLOOR SHOP

Land area Square Metres Built Up Area
Area of Constructed Property 4 → 15.79 Square Metres Built Up Area
Open Parking Square Metres Built Up Area
Covered Parking Square Metres Built Up Area
Shop Floor 5 → Ground Floor Or
Mezzanine Floor Area 6 → 5.57 Square Metres Built Up Area

1. Select the construction type
2. Select the age 0 to 2 Years
3. Select Road Vicinity
4. Add area in constructed property
5. Select Shop Floor
6. Add Mezzanine Floor Area

c) Property Category

Property Category	
Building Name	<input type="text" value="vamni"/>
Building Number	<input type="text" value="5"/>
Floor Number	<input type="text" value="2"/>
Flat Number	<input type="text" value="1"/>
Wing	<input type="text" value="A"/>
Society Name	<input type="text" value="com"/>
Pin code	<input type="text" value="411007"/>

- Enter the details in property category fields

d) Property Attribute

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Seller Property Attribute

Seller Property Attribute

Attribute Name	Attribute Value
C.T.S. Number	246

Purchaser Property attributes

Purchaser Property Attribute

Attribute Name	Attribute Value
Survey Number	96

- Add the seller & purchaser property attribute
- If select Land Type Urban then add C.T.S Number
- If select Land Type Rural then add Survey Number in property attribute
- Enter the number & click on add button for save attribute
- Added attribute listed in table

e) Calculate & Save



1. By click on Check Property Prohibition alert message displayed for this is prohibited property or not. Admin set the condition for prohibited property should be saved or not
2. Estimate the Property Valuation by simply click on Save Button.

d) List of Properties

User Manual: Document Entry



List Of Properties

10 records per page Search:

Property Details	Location	Usage	Action
Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 2 Flat Number : 1 Wing : A Society Name : com Pin code : 411007	सदाशिव पेठ / नवी पेठ / दत्तवाडी	Shop / Office Other than Ma	View Valuation Edit Delete

Showing 1 to 1 of 1 entries Previous **1** Next

- After estimate property valuation user can also view valuation report by click on view valuation button
 - Valuation report screen as follow

Property Valuation x

Valuation No.1642 / 2017 Date: 08-February-2017

State : Maharashtra	District : Pune	Tahsil : हवेली	
Land Type : URBAN	: Pune	सदाशिव पेठ / नवी पेठ / दत्तवाडी	
Zone - वैभव चौकापासून शनिपार चौकापर्यंत			
Construction Type :RCC PUCCA		Age :0 to 2 Years	
Ready Reckoner Rate : ₹2,28,400/- Applied Rate : 228400 x 100% = ₹2,28,400/-			
Rates			
Valuation Detail			
1	Area of Constructed Property	15.79 Square Metres	
2	Shop Floor	Ground Floor Or Upper Ground Floor	
3	Mezzainine Floor Area	5.57 Square Metres	
Reference :8 क Page No.7			
Usage : Non Agriculture Build And Open => Shop => GROUND FLOOR SHOP			
	Valuation Description	Calculation	Total
A	Constructed Property Valuation	1. 15.79 x 228400=3606436	₹36,06,436/-
B	Mezzainine Floor Valuation	1. 5.57 x 228400 x 0.7=890531.6	₹8,90,532/-
Final Total Valuation (A + B)			₹44,97,000/-
Amount in Words : Forty Four Lakhs Ninety Seven Thousands rupees only.			

- Edit or update the property details
- Delete the property by click on delete button

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C : Party

- Party screen as follow

NGDRS

Skip to Main Content

Select Language

ngdrscitizen

IGR Maharashtra

Home

Valuation

User Management

Reports

Master

Document Entry

Your Documents

Change Profile

Reports

A - General Info

B - Property Details

C - Party

D - Witness

E - Identification

F - Stamp Duty

G - Payment

H - Upload File

I - Pre Reg. Summery

J - Data Submission

K - Appointment

Party

Pre Reg. No. :- 20170000011

Party Type* Seller/Executor 1/Vendor

Party Category:* Individual

List Of Properties

5 records per page

Search:

Location	Usage	Property Details	Action
सदाशिव पेठ / नवी पेठ / दत्तवाडी	Shop / Office Other than Mall and C	Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 4 Flat Number : 2 Wing : A Society Name : com Pin code : 411007	Select

Showing 1 to 1 of 1 entries

Previous 1 Next

List Of Saved Parties

Party Name	Party Type	Party Category	Action
------------	------------	----------------	--------

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- User should have filled up details for both seller and purchaser

- **Party Type: Seller**

- Select the Party Type

Party Type*

Seller/Executor 1/Vendor

Seller/Executor 1/Vendor

Purchaser/Buyer/Executor 2

Confirming Party/Grantor/Consenting Party

- Select Party Category

Party Category:*

Individual

Individual

Bank

Government

Comapny



- Select the properties
- Configuration setting for seller

SRO HAVELI 1

Configuration Registration Boolean Information							
Description (English)	Description (मराठी)	Description (ગુજરાતી)	True / False	Configuration Value	Information Value	Display Order	Action
Is Prohibited property Rejected	प्रतिबंधित माल		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No.		1	Save
Fetching of land area related information from land record for Seller	विक्रेता जमीन		<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No.		2	Save
7/12 Name Compulsory for Seller	विक्रेता साठी 7		<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No.		3	Save

- If fetching of land area related information from land record for seller is set to Yes in configuration value then old reference document is listed & its set to No then no record fetch or listed by reference document number
 - If 7/12 Name compulsory for seller then record fetch from 7/12
 - If location is of urban then record fetch from reference document number
 - If location is of rural then record is fetch from 7/12
- Following record is fetch from old reference document number

Old Reference Document				
5	records per page	Search:		
First Name	Middle Name	Last Name	Action	
Fname	Mname	Lname	Select	
Showing 1 to 2 of 2 entries				
		Previous	1	Next

- Same configuration setting used for purchaser as like seller which is shown as above

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Old Reference Document

5 records per page Search:

First Name	Middle Name	Last Name	Action
Fname	Mname	Lname	Select

Showing 1 to 2 of 2 entries Previous 1 Next

2

Is Executer* Yes

Salutation* Mr.

Party Full Name:* Fname Mname Lname पक्ष पूर्ण नाव:-*

Alias Name:* उर्फ नाव:-*

Father's Full Name:* वडिलांचे पूर्ण नाव:-*

Mother's Full Name:* आईचे पूर्ण नाव:-*

Date Of Birth* Age:*

Identification Mark1* ओळख चिन्ह 1:*

Identification Mark2* ओळख चिन्ह 2:*

UID:*

Identity:* --Select--

FID:*

Gender:* --Select-- PAN:*

Email Id:* Occupation:* --Select--

District:* --Select-- Mobile No.:

Village:* --Select-- Taluka:* --Select--

3 Save Cancel

1. Select old reference document by click on select button
2. Enter the details in form
3. Click on save button for to save party form

➤ List of Saved Parties

List Of Saved Parties

10 records per page Search:

Party Name	Party Type	Party Category	Action
Fname Mname Lname	Seller/Executor 1/Vendor	Individual	Is Presenter

Showing 1 to 1 of 1 entries Previous 1 Next

2

1

3



1. Set Is presenter by click on Is presenter button
2. Edit or update the party
3. Delete the party by click on 'X' icon

➤ **Party Type Purchaser**

- Select Party Type Purchaser/Buyer/Executor

Party Type*

Seller/Executor 1/Vendor	▼
Seller/Executor 1/Vendor Purchaser/Buyer/Executor 2 Confirming Party/Grantor/Consenting Party	

- Follow the same procedure as like seller and filled the form which shown as above

D) Witness

The screenshot shows the 'Witness' form in the NGDRS application. The breadcrumb trail is: A - General Info > B - Property Details > C - Party > **D - Witness** > E - Identification > F - Stamp Duty > G - Payment > H - Upload File > I - Pre Reg. Summery > J - Data Submission > K - Appointment.

Witness

Pre Reg. No. :- 20170000011

Personal Information

Salutation*	Dr.	साक्षीदार पूर्ण नाव:*	
Witness Full Name*		उर्फ नाव : *	
Alias Name : *		Age:*	
Date Of Birth*		Occupation:*	--Select--
Gender:*	--Select--	Mobile No.:	
Email Id:*		District:*	--Select--
		Taluka:*	--Select--
		Village:*	--Select--

Identity Information

UID *		Identity : *	--Select--
PAN *		ओळख चिन्ह 1:*	
Identification Mark1*		ओळख चिन्ह 2:*	
Identification Mark2*			

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- Enter the details in Witness form and click on save button for to save Witness form

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➤ List of witness

- User can add multiple witness

Name	Address	UID	Action
witness name		727332791234	

1. Edit the witness
2. Delete the witness

E) Identification

NGDRS Skip to Main Content Select Language A A A ngdrscitizen

IGR Maharashtra

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Your Documents Change Profile Reports

A - General Info B - Property Details C - Party D - Witness **E - Identification** F - Stamp Duty G - Payment H - Upload File I - Pre Reg. Summary

J - Data Submission K - Appointment

Identification

Pre Reg. No. :- 20170000011

Party Type* Seller/Executor 1/Vendor

Personal Information

Salutation:* Dr.

Identification Full Name:* साक्षीदार पूर्ण नाव:*

Alias Name : * उर्फ नाव : *

Date Of Birth* Age:*

Gender:* --Select-- Occupation:* --Select--

Email Id:* Mobile No.:

District:* --Select-- Taluka:* --Select--

Village:* --Select--

Identity Information

UID * Identity : * --Select--

PAN * ओलख चिन्ह 1:*

Identification Mark1* ओलख चिन्ह 2:*

Identification Mark2*

Save Cancel

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- Enter the details in Identification form and click on save button for to save Identification form

➤ List of Identification

- User can add multiple identification

User Manual: Document Entry

 <i>National Generic Document Registration System</i> Department of Land Resources Government of India - Ministry of Rural Development			
Name	Address	UID	Action
witness name		727332791234	 

1. Edit the Identification
2. Delete the Identification

F) Stamp Duty

- Stamp duty screen as follow

NGDRS

IGR Maharashtra

- Home
- Valuation
- User Management
- Reports
- Master
- Document Entry


National Generic Document Registration System
 Department of Land Resources
 Government of India - Ministry of Rural Development

Your Documents Change Profile Reports

A - General Info > B - Property Details > C - Party > D - Witness > E - Identification > **F - Stamp Duty** > G - Payment > H - Upload File > I - Pre Reg. Summary
 J - Data Submission > K - Appointment

Stamp Duty

Pre Reg. No. :-

Fee Calculation

Fee Rule:

Action	Property ID	Property Details	Usage	Location
<input type="radio"/>	54	Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 4 Flat Number : 2 Wing : A Society Name : com Pin code : 411007	Shop / Office Other than	सदाशिव पेठ / नवी पेठ / दत्तवाडी

Enter Consideration Amount

Fee Calculation

Stamp Duty Calculation Detail

Fee Rule: Scanning and Handling Charges		
1	Scanning Charges-Counter	1,700
2	Handling Charges - Counter	500
Sub Total		2,200
Property Id: 54		
Fee Rule: Agreement - Relating to Purchase and Sale of Property		
3	Stamp Duty	1,21,000
4	Local Duty	40,473
Sub Total		1,61,473

Online Pay	161473	Counter Pay	2200	Total	163673
------------	--------	-------------	------	--------------	---------------

Fee Exemption

Fee Exemption Yes No

Stamp Duty Adjustment Details

Old Doc No. Old Doc Date

Adjustment Amount

User Manual: Document Entry



Fee Rule **1** → Agreement - Relating to Purchase and Sale of Property

Action	Property ID	Property Details	Usage	Location
<input checked="" type="radio"/> 2	54	Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 4 Flat Number : 2 Wing : A Society Name : com Pin code : 411007	Shop / Office Other than	सदाशिव पेठ / नवी पेठ / दत्तवाडी

Fee Calculation

Market Value **3**

Enter Consideration Amount **4**

5

Calculation Details

Sr.No.	Particulars	Calculation	Total
1	Stamp Duty	4147270.84*3/100	1,24,000
2	Local Duty	4147270.84*1/100	41,473
Total			1,65,473

- Fee Rule** : Select Fee Rule, depend on article fee rule is applied
- Select the property
- Check the market value
- Enter consideration amount if it is greater than market value
- Calculate Stamp duty fee for consideration amount
- Check the calculation details

Stamp Duty Calculation Detail

Stamp Duty Calculation Detail			
Fee Rule:Scanning and Handeling Charges			
1	Scanning Charges-Counter	1	<input type="text" value="1,700"/>
2	Handeling Charges - Counter	2	<input type="text" value="500"/>
Sub Total			2,200
Property Id:54			
Fee Rule:Agreement - Relating to Purchase and Sale of Property			
3	Stamp Duty	3	<input type="text" value="1,24,000"/>
4	Local Duty	4	<input type="text" value="41,473"/>
Sub Total			<input type="text" value="1,65,473"/> 5
Online Pay	<input type="text" value="165473"/>	Counter Pay	<input type="text" value="2200"/>
Total			<input type="text" value="167673"/> 6

User Manual: Document Entry



1. Scanning Charges – Counter : Calculate scanning charges by number of pages X 20
2. Handling Charges – Counter : 500
3. Stamp Duty : 3% charges are used for stamp duty
4. Local Duty : 1% are used for local duty
5. Check the sub total & Total

Have Exemption

Fee Exemption

Have Exemption Yes No

Exemption Fee Rule: Exemption-Female

Exemption: Gender: Female

Total Stamp Duty: 165473

Calculate & Save

Exemption Detail	Amount
Exemption-Female	4964
Exemption - Freedom Fighter	500

NOTE: Final Stamp Duty Exemption will be decided by SRO Only.

1. Set Yes or No for have exemption
 2. Select Exemption fee rule
 3. Select Exemption Gender
 4. Calculate and save Exemption
 5. Check Exemption amount
- NOTE: Final Stamp Duty Exemption will be decided by SRO Only.

Stamp Duty Adjustment Details

Match old stamp duty with new document stamp duty with the reference of old document number

Stamp Duty Adjustment Details

Old Doc No.: 9

Old Doc Date: 06-11-2016

Adjustment Amount: 0

Adjustment Detail

Sr. No.	Pre Reg. No.	Amount(Online)	Amount(Counter)	Total
1	9	70	0	70

1. Enter old document number
2. Enter old document date
3. Check the adjustment detail

Cancel Save & Next

- Save Stamp Duty by click on Save & Next button



G) Payment

- Payment screen as follow

Payment

Pre Reg. No. :-

Payment Mode

Select Payment mode* 1

GRAS 1

Payee First Name	first name
Payee Middle Name	middle name
Payee Last Name	last name
GRN Number	3322
CIN Number	112
Payment Date	15-02-2017
Amount	167673
Account Head	Stamp Duty

2
3

1. Select the payment mode
2. Enter the details in fields
3. Click on save button to save payment mode

- After save payment mode it listed in following table

Payment Mode	lbpayhead	Payer Name	Payment Amount	Action
GRAS	Stamp Duty	first name middle name last nam	167673	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 5px;">1 →</div> <div>2 →</div> </div> <div style="display: flex; justify-content: center; gap: 10px;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>

1. Edit the payment mode
2. Delete the payment mode

User Manual: Document Entry



National Generic Document Registration System

Department of Land Resources

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I) Pre. Reg. Summary

- Pre. Reg. Summary screen as follow

NGDRS ≡ Skip to Main Content Select Language A A A ngdrscitizen

IGR Maharashtra

Home

Valuation

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Document Entry

National Generic Document Registration System
Department of Land Resources
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Your Documents Change Profile Reports

A - General Info B - Property Details C - Party D - Witness E - Identification F - Stamp Duty G - Payment H - Upload File I - Pre Reg. Summary

J - Data Submission K - Appointment

नोंदणीपूर्व गोषवारा दुय्यम निबंधक: सह. द.नि.हवेली २१

09-02-2017 01:14:43 pm एन्ट्री क्रमांक:

विलेखाचा प्रकार	Agreement
दस्त निष्पादित केल्याचे दिनांक	2017-02-16 00:00:00
पृष्ठांची संख्या	85
आवश्यक मुद्रांक शुल्क	1,67,673

Property Id: 54

गावाचे नाव	सदाशिव पेठ / नवी पेठ / दत्तवाडी, हवेली, Pune
भू.मापन, पोठहिस्सा व घरक्रमांक (असल्यास)	Property Boundaries East: , West: , South: , North:
क्षेत्रफळ	Area of Constructed Property : 15.79 Square Metres, Mezzanine Floor Area : 5.57 Square Metres, Shop Floor : Lower Ground Floor , Land area : 0 Square Metres, Open Parking : 0 Square Metres, Covered Parking : 0 Square Metres
मालमत्तेचे इतर वर्णन	Pin code - 411007, Flat Number - 2, Floor Number - 4, Wing - A, Building Number - 5, Building Name - vamni, Society Name - com
बाजारभाव	4047270.84
मोबदला	4147270.84

दस्तऐवज करून देणाऱ्या/लिहून ठेवणाऱ्या पक्षकाराचे नाव व पत्ता	Mr. , Pin code - 41108, Flat Number - 3, Floor Number - 2, Wing - Aa, Building Number - 1, Building Name - bnem, Society Name - society, नाना पेठ , हवेली, Pune
दस्तऐवज करून घेणाऱ्या/लिहून घेणाऱ्या पक्षकाराचे नाव व पत्ता	

ओळख देणाऱ्यांचे तपशील	Dr. , Pin code - 441100, Flat Number - 5, Floor Number - 3, Wing - A wing, Building Number - 2, Building Name - bnem, Society Name - soc name, पाषाण , हवेली, Pune
-----------------------	--

नोंदणीपूर्व गोषवान्यामध्ये इनपुट फॉर्म प्रमाणे अचूक डाटा एन्ट्री करण्यात आली आहे.	नोंदणीपूर्व गोषवारा तपासून पहिला. तो बरोबर आहे/त्याच्यात नमूद केलेल्या दुरस्त्या कराव्यात.
(डाटा एन्ट्री ऑफरेटर)	(पक्षकाराची स्वाक्षरी)

नोंदणीपूर्व गोषवारा इनपुट फॉर्म प्रमाणे आहे व त्याचा मेळ दस्ताशी घेण्यात आला आहे. पक्षकाराने नमूद केलेले बदल/दुरस्त्या याचा समावेश करण्यात आला आहे.

(Joint S R Haveli 21 स्वाक्षरी)

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➤ Status

Status

- A - General Info
- B - Property Details
- C - Party
- D - Witness
- E - Identification
- F - Stamp Duty
- G - Payment

- Status is marked after each tab is saved
- Check mark should display on each corresponding checkbox
- If all tabs are saved successfully then user allowed for final data submission

J) Data Submission

➤ Data submission screen as follow

The screenshot shows the 'Final Submission' screen of the NGDRS. The page header includes the system name and logo. The left sidebar contains navigation options like Home, Valuation, User Management, Reports, Master, and Document Entry. The main content area features a progress bar with steps from A to J, where 'I - Data Submission' is the current step. Below the progress bar, the 'Final Submission' form is displayed. It includes a 'Pre Reg. No.' field with the value '20170000011'. The 'Office list*' dropdown menu is set to 'SRO HAVELI 1'. A 'Submit Application' button is visible. Red arrows and circles labeled '1' and '2' indicate the steps: 1. Select Office List, 2. Click on Submit Application for final save.

1. Select Office List
2. Click on Submit Application for final save

J) Appointment Details

➤ Appointment Details screen as follow

1. Select Tatkal or Normal Appointment by click on button
2. Select Appointment Date
3. Select Shift
4. Select time slot
5. Click on save button for to take appointment

➤ Appointment Details

1. Check the appointment details
2. Cancel the appointment if needed

User Manual: Document Entry



National Generic Document Registration System

Department of Land Resources

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➤ List of Document

The screenshot shows the 'Document Entry' page in the NGDRS application. The page header includes 'NGDRS', 'Skip to Main Content', 'Select Language', and 'ngdrscitizen'. The left sidebar contains navigation options: Home, Valuation, User Management, Reports, Master, and Document Entry. The main content area displays a table of document entries. The table has the following columns: Select, Pre Reg. No., Registration No., Article Name, Title Name, Location, Usage Category, Status, and Annexure - 11. The table contains 7 entries. The first entry is highlighted with a red arrow and the number 2. The last entry is highlighted with a red arrow and the number 3. A red arrow and the number 1 point to the 'Status' column of the last entry. The table footer shows 'Showing 1 to 7 of 7 entries' and 'Previous 1 Next'.

Select	Pre Reg. No.	Registration No.	Article Name	Title Name	Location	Usage Category	Status	Annexure - 11
Select	20170000004		Agreement	Administration Bc	घाडगेवाडी	Layout Plot	Data Entr	PDF
Select	20170000005		Agreement	Administration Bc	बावधन खुर्द ता.म्	Layout Plot	Submitte	PDF
Select	20170000006		Lease	Administration Bc	नारायण पेठ	Shop - Rural	Data Entr	PDF
Select	20170000008		Agreement	Administration Bc	सदाशिव पेठ / न	Layout Plot	Data Entr	PDF
Select	20170000009		Bond	Administration Bc			Data Entr	PDF
Select	20170000010		Agreement	Administration Bc			Data Entr	PD
Select	20170000011		Agreement	Administration Bc	सदाशिव पेठ / न	Shop / Office Other than	Submitte	PDF

After submit the application it listed in list of document entry table

1. After submit the application document status is submitted
2. Submitted application not used for updation or edit
3. Click on PDF to download the document entry report