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

User Manual

Document Entry (NGDRS)

For

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

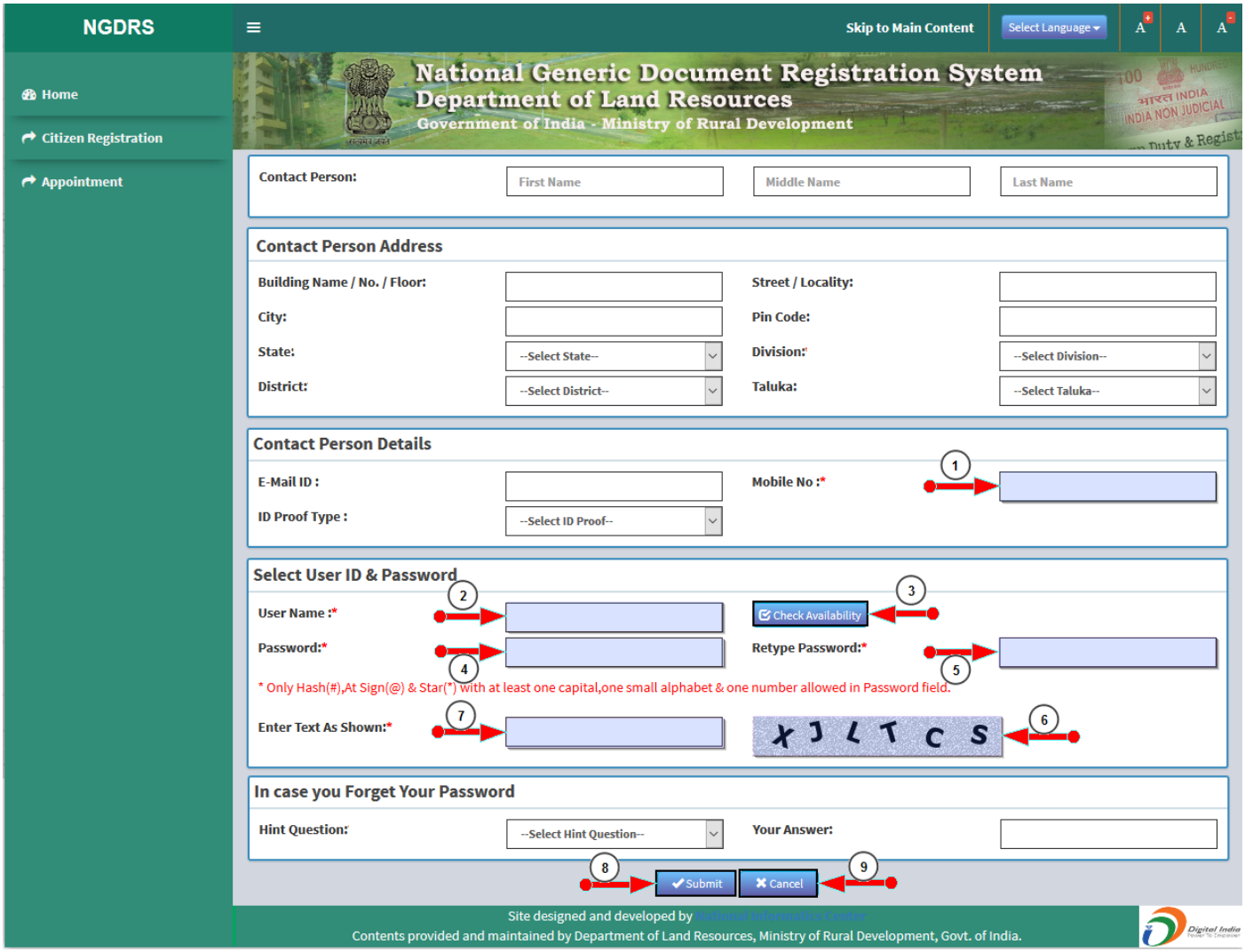
Application Designed and Developed by
SDU Pune NIC
Department of Information Technology

NATIONAL INFORMATICS CENTRE

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

1. Click on Citizen Registration menu link

➢ **Citizen Registration** screen as follow



****

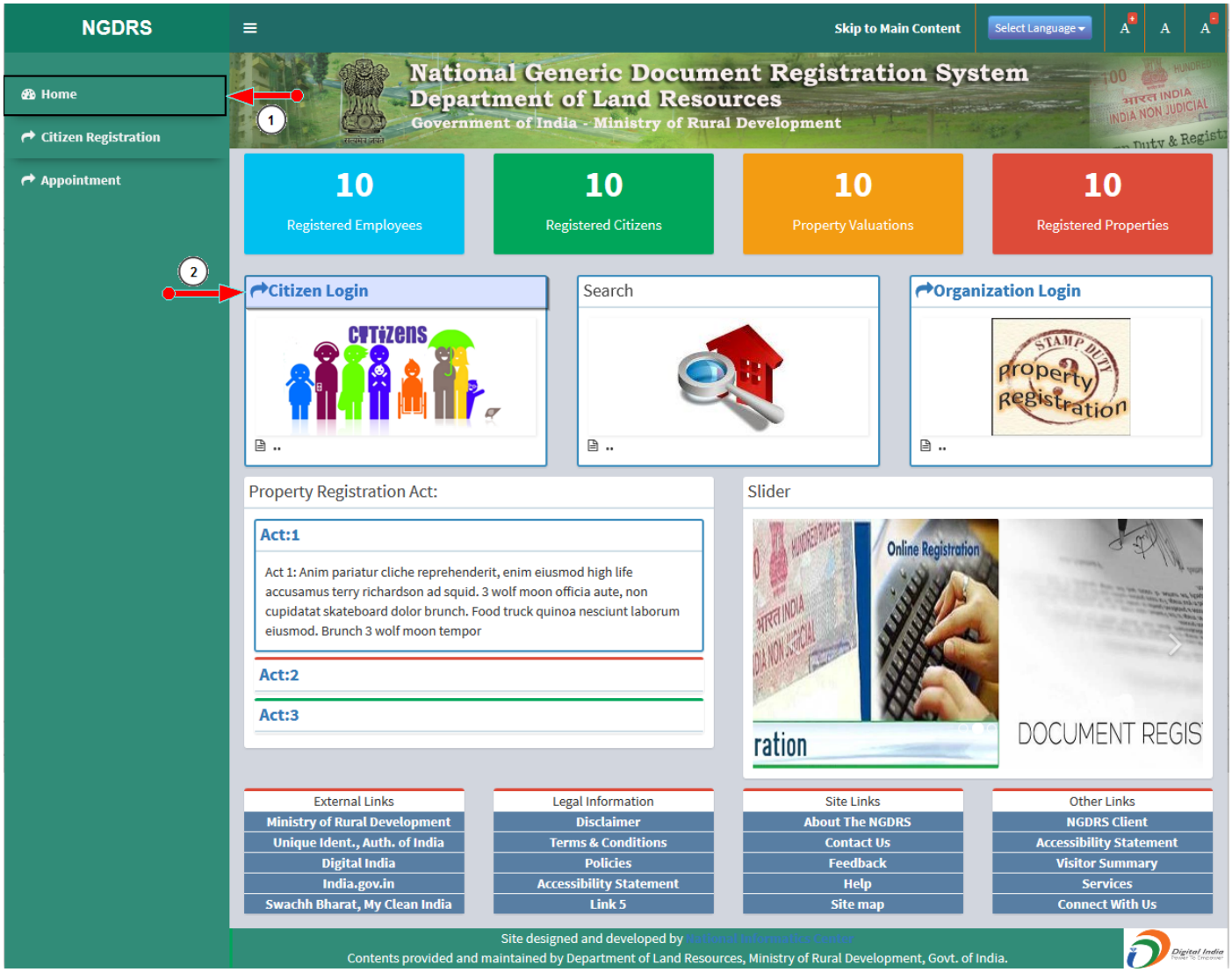
- Red Asterisk (*) are mandatory /compulsory fields.
- Fields not showing Red Asterisk (*) are optional.
- Password Policy : Password should contain at least 1 Uppercase, 1 Lowercase, 1 digit, 1 special character)

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

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

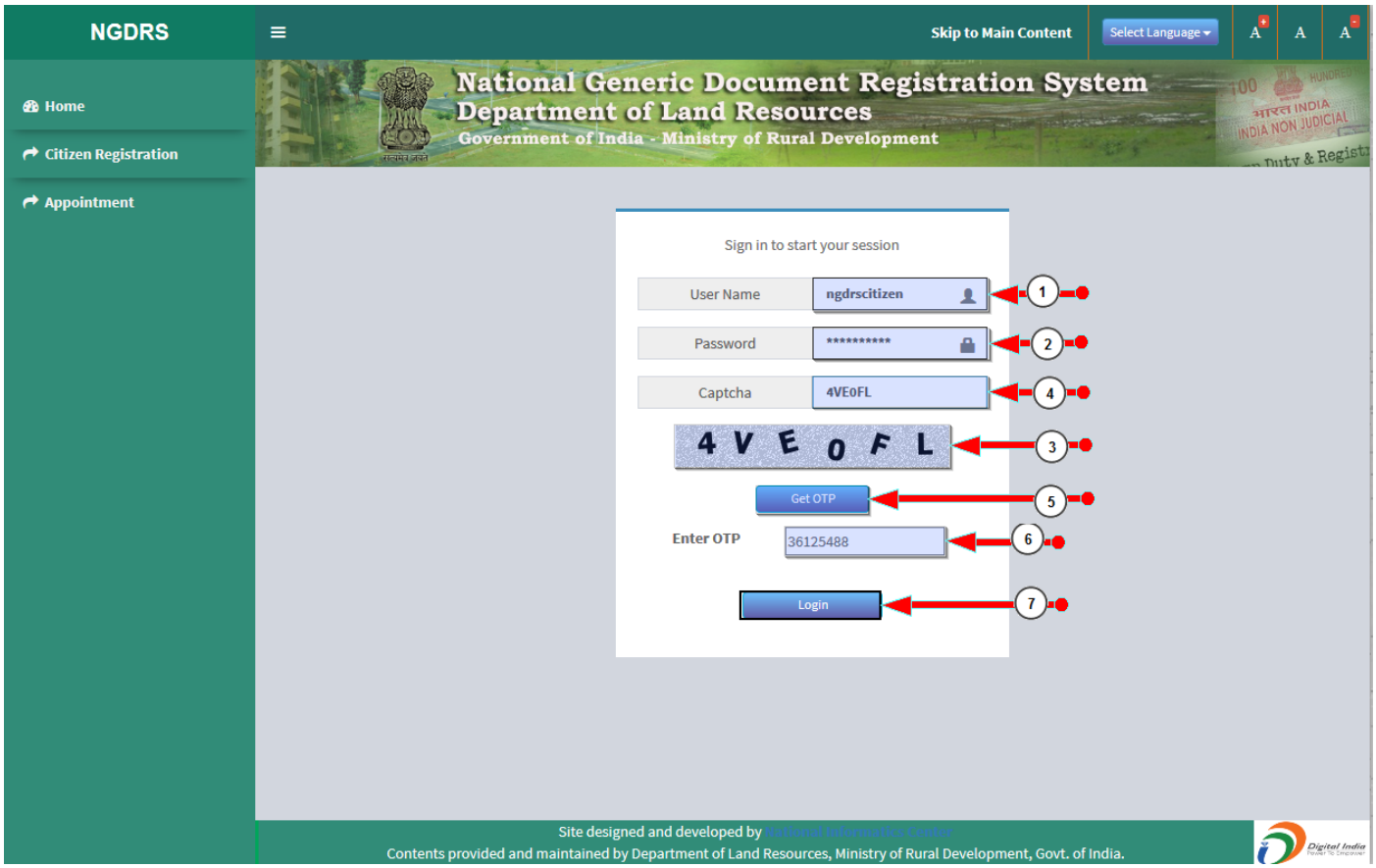
- Enter the details in citizen registration form and click on submit button for to generate citizen username & password.

- **Home page** screen as follow



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



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

➢ **Welcome screen** as follows

- Select Document Entry under Document Entry menu.

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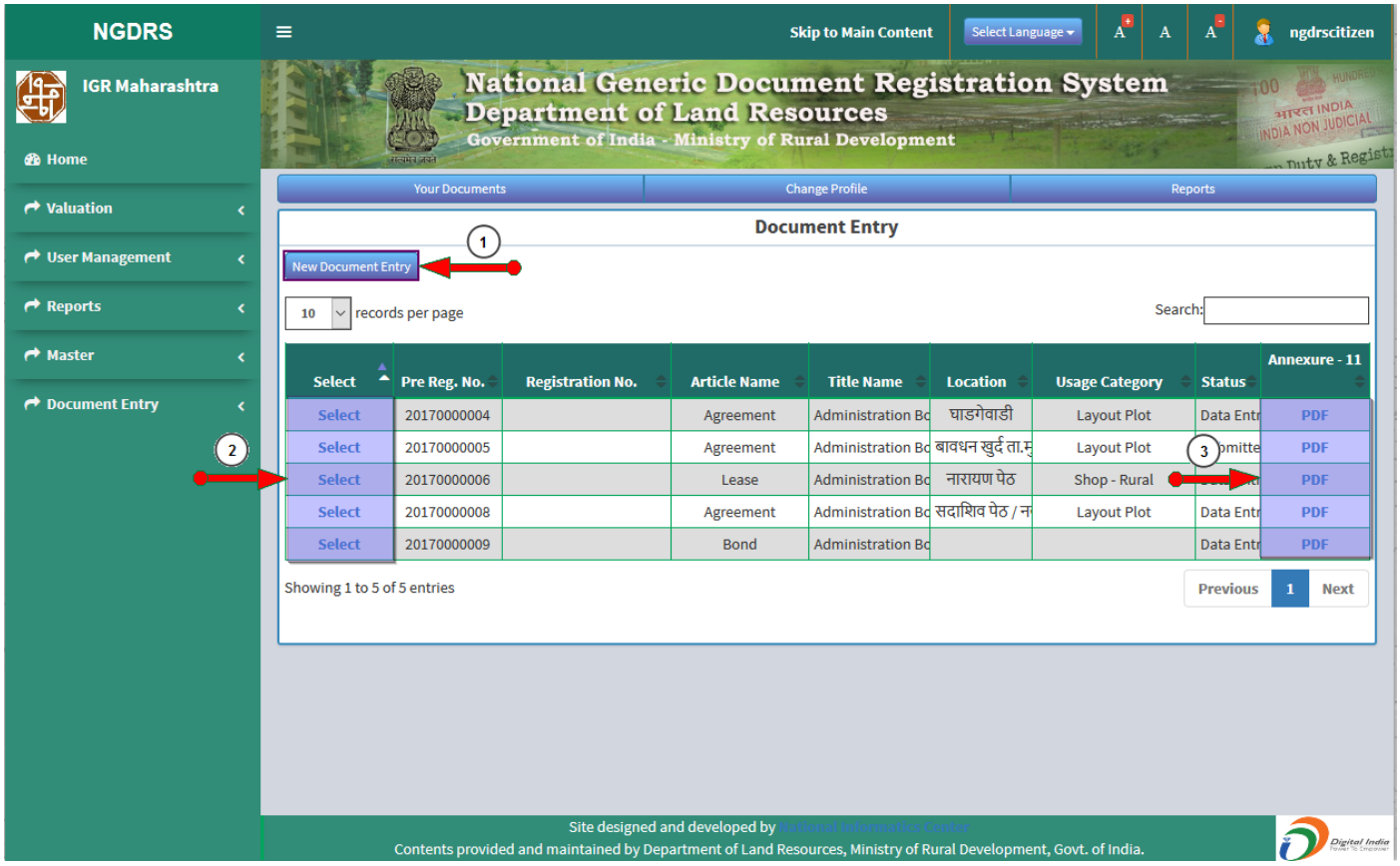
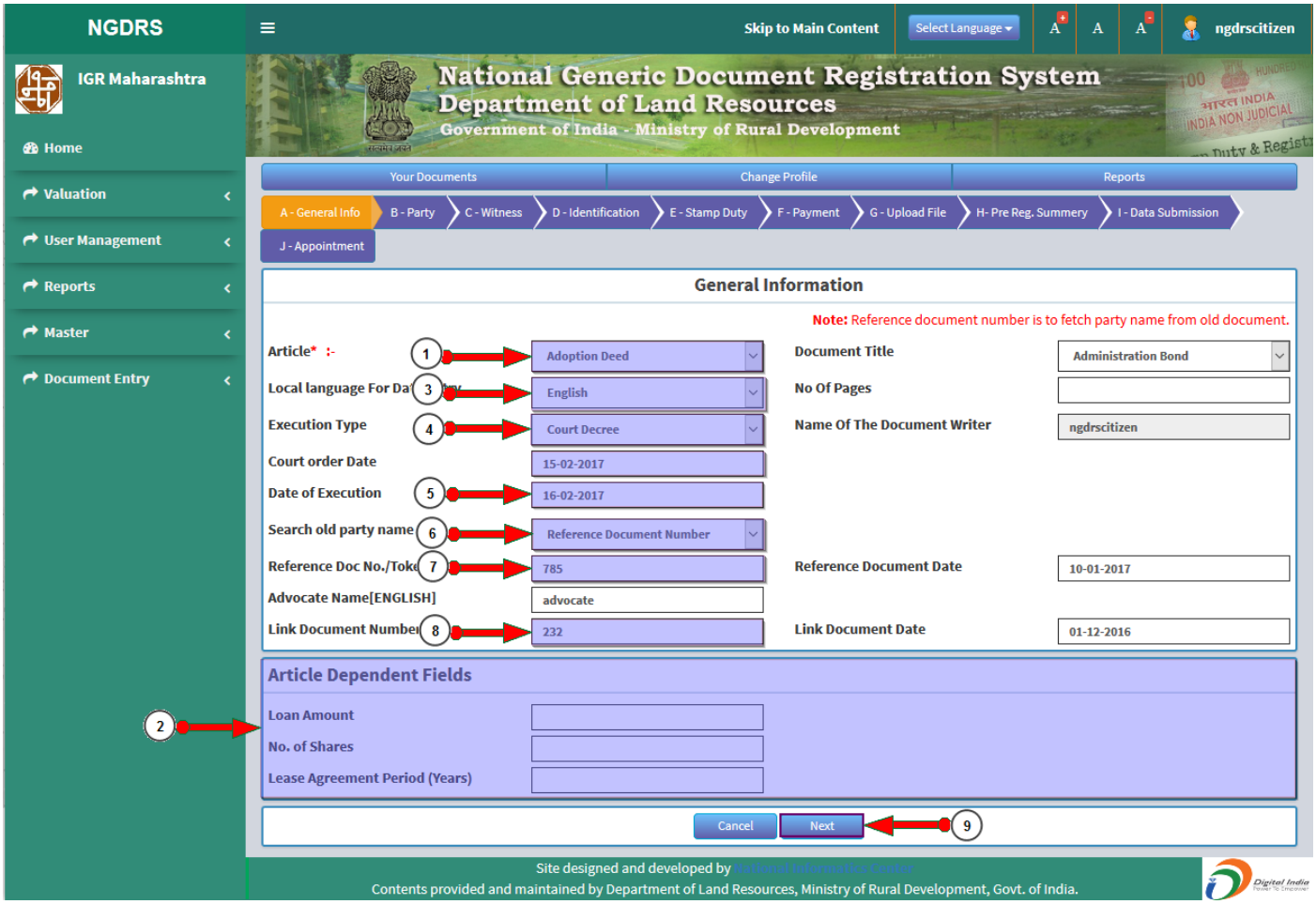
- **Document Entry** screen as follow



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

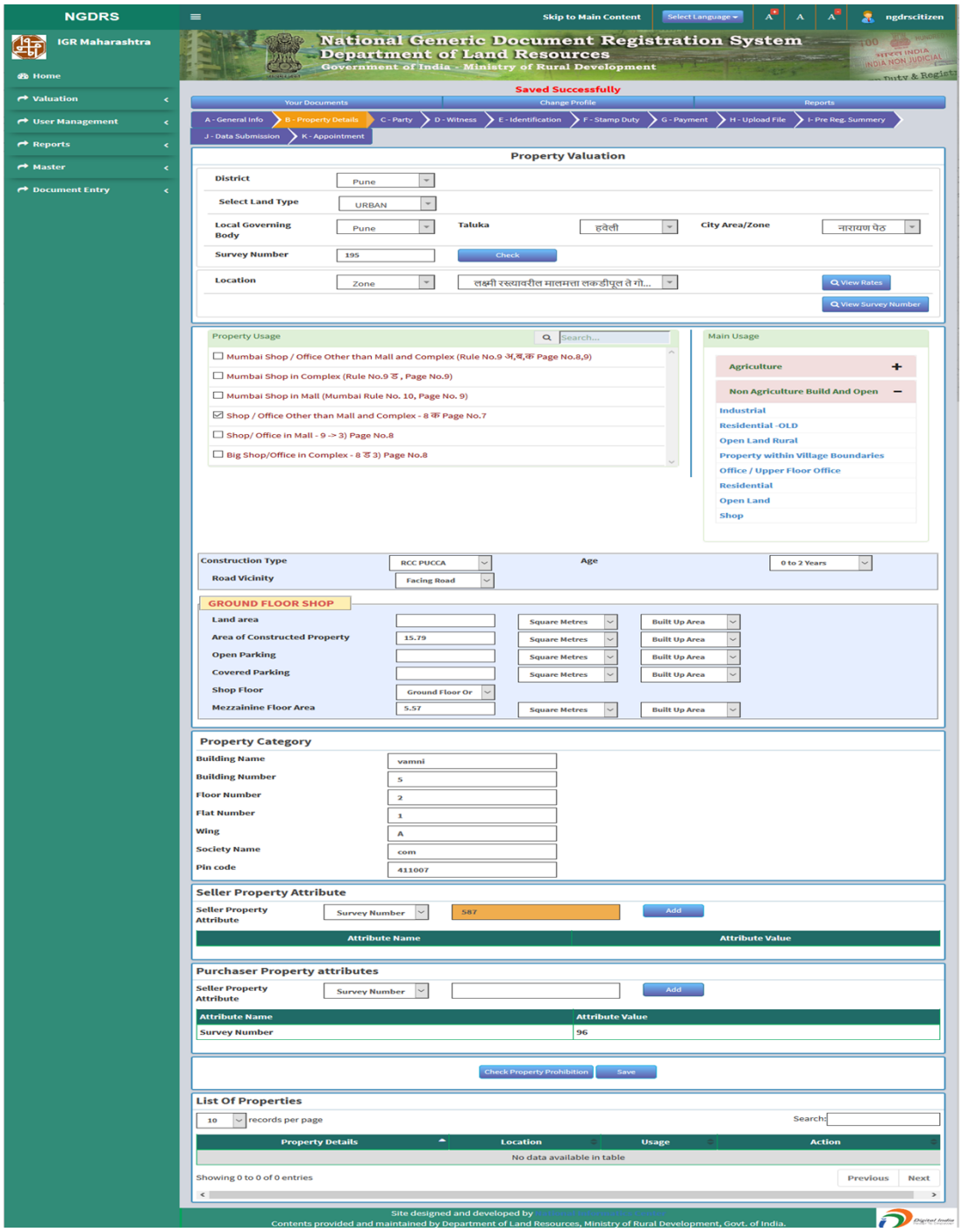
- Click on new Document Entry button for to enter document details
- Citizen will enter following details.
  - A. General Info
  - B. Property Details
  - C. Party
  - D. Witness
  - E. Identification
  - F. Stamp Duty
  - G. Payment
  - H. Upload File
  - I. Pre-Reg Summary
  - J. Data Submission
  - K. Appointment



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



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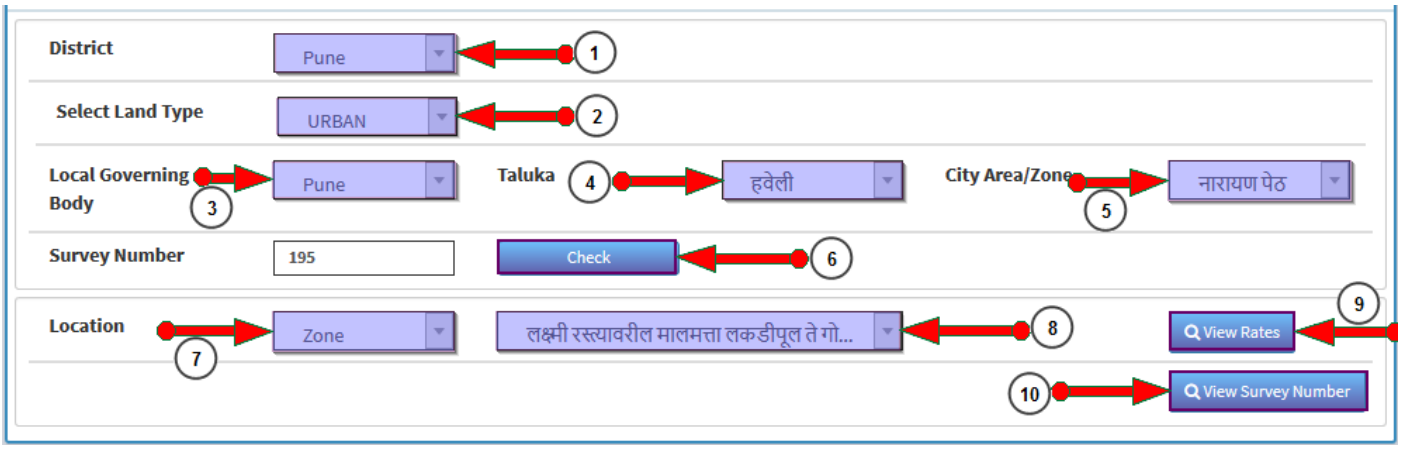
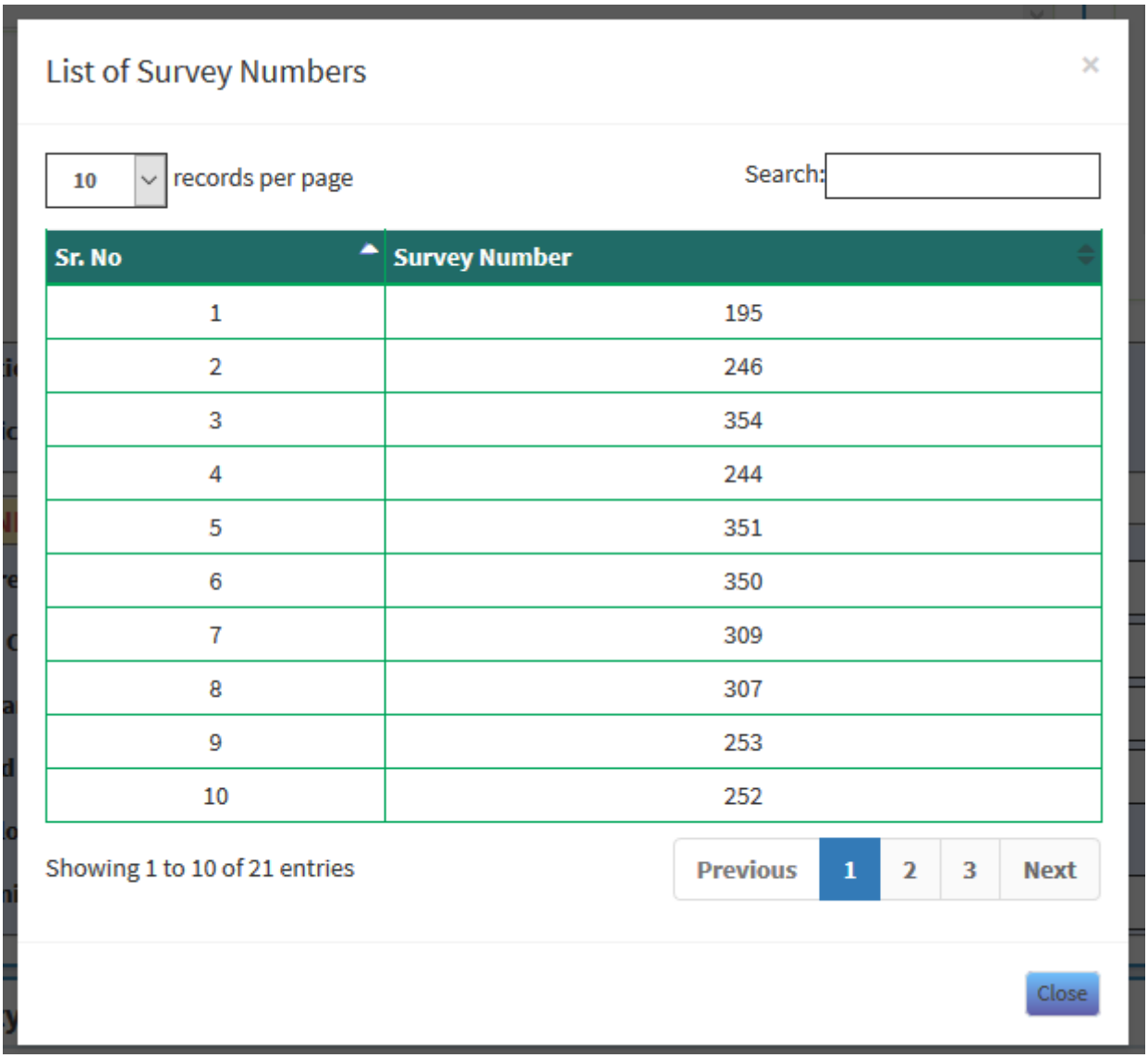
a) Property Location



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 थिऐटर)	Office / Upper Floor Office	171510
2	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिऐटर)	Open Land	75940
3	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिऐटर)	Residential	78180
4	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिऐटर)	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:

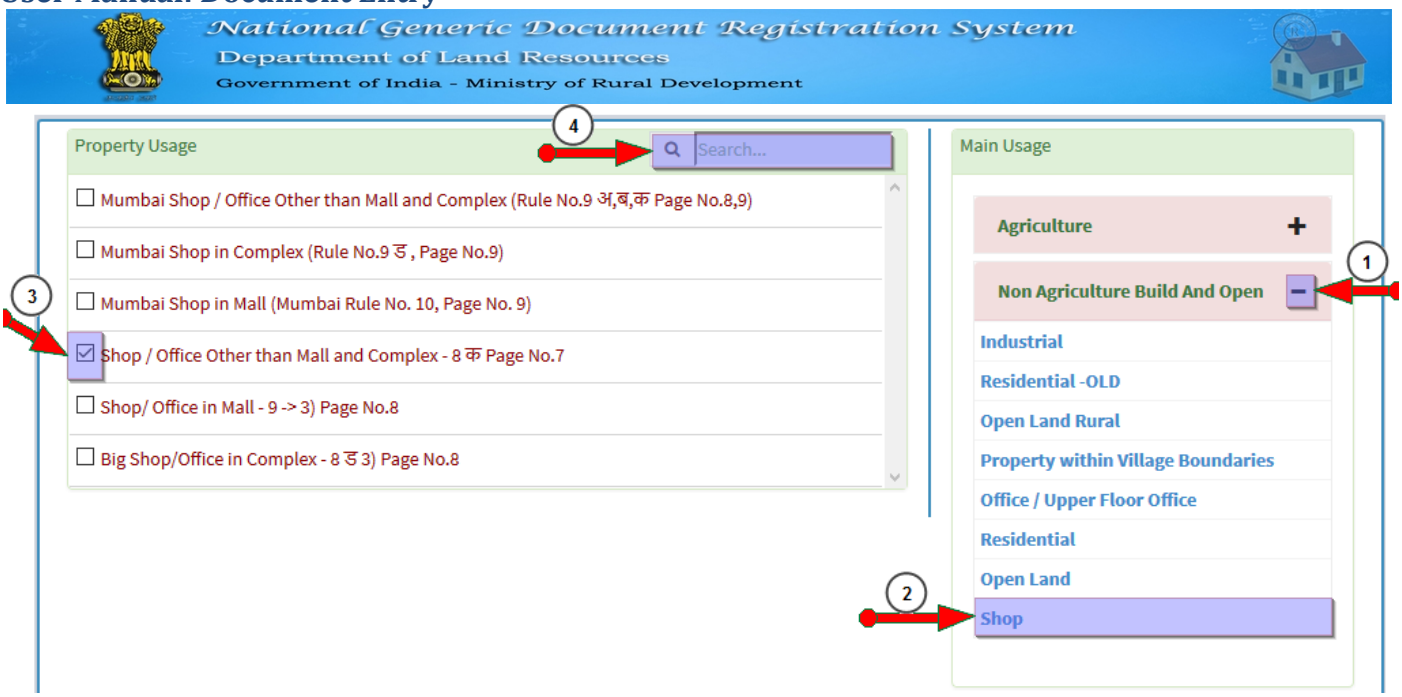
Sr. No	Survey Number
1	195
2	246
3	354
4	244
5	351
6	350
7	309
8	307
9	253
10	252

Showing 1 to 10 of 21 entries

Previous 1 2 3 Next

Close

b) Property Usage



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

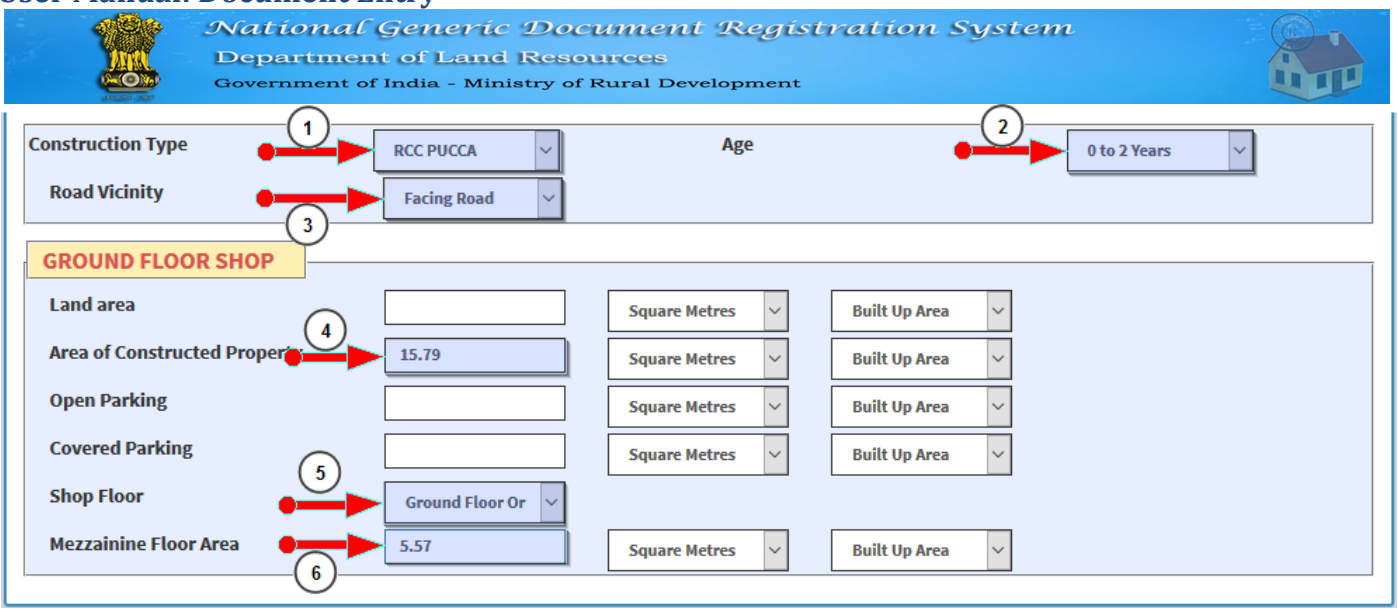
Selection Process A

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

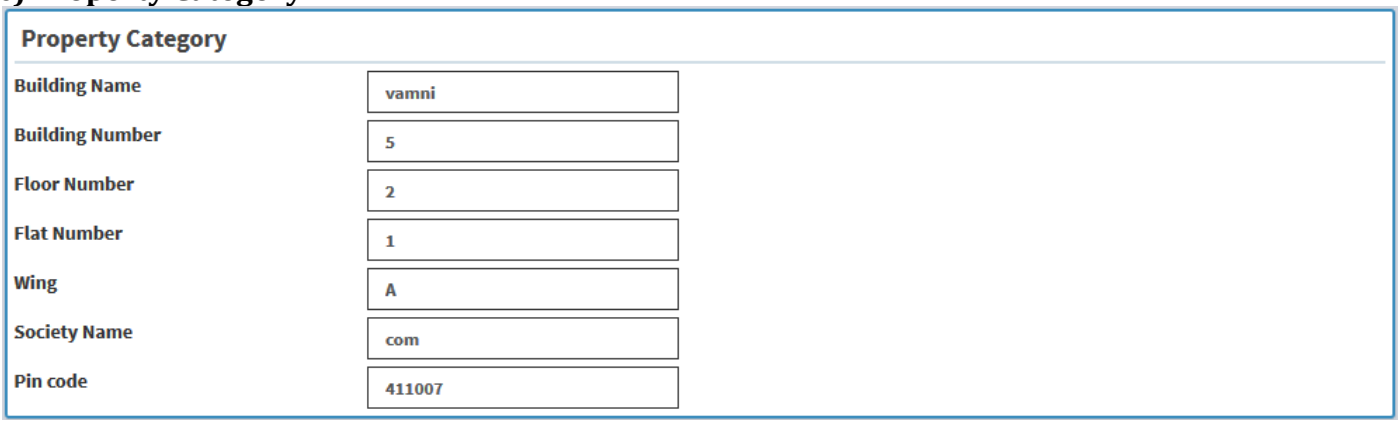
1. Enter/type usage in search box. List of Detail usages will be displayed in left hand panl
2. Select particular usage then details will be available in left hand panel.
3. Select Detail usage.

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



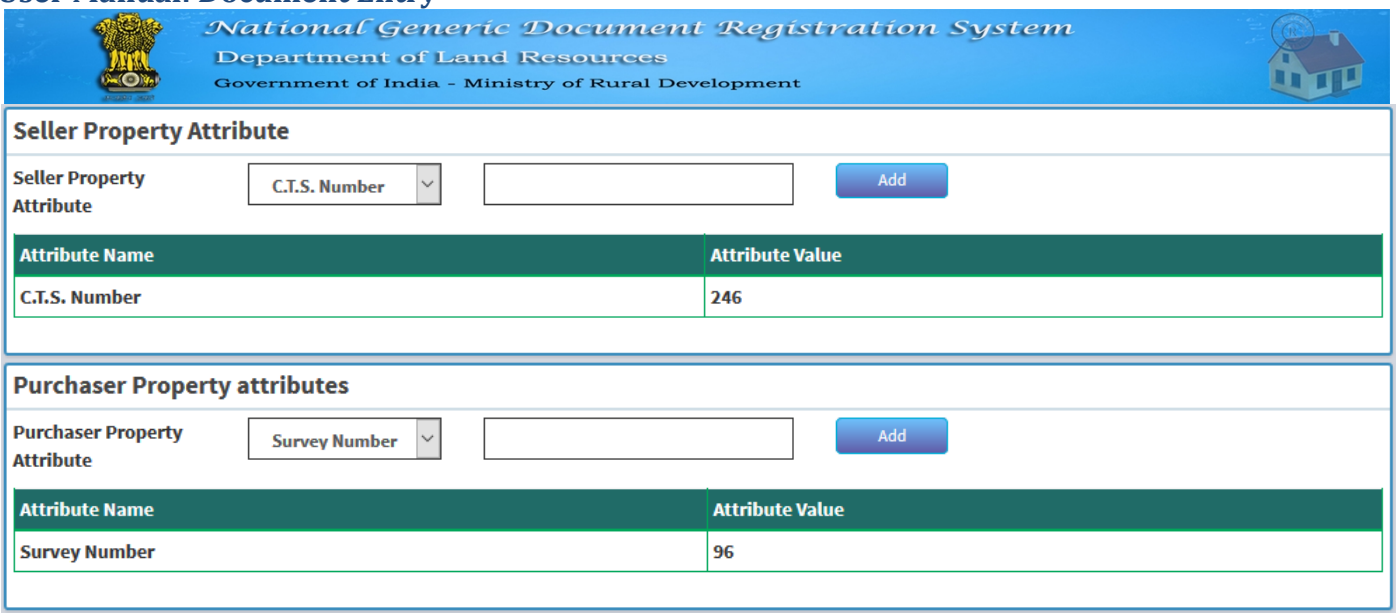
1. Select the construction type
2. Select the age 0 to 2 Years
3. Select Road Vicinity
4. Add area in constructed property
5. Select Shop Floor
6. Add Mezzanine Floor Area

c) Property Category



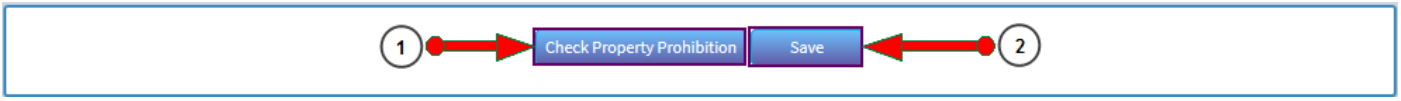
- Enter the details in property category fields

d) Property Attribute



- 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

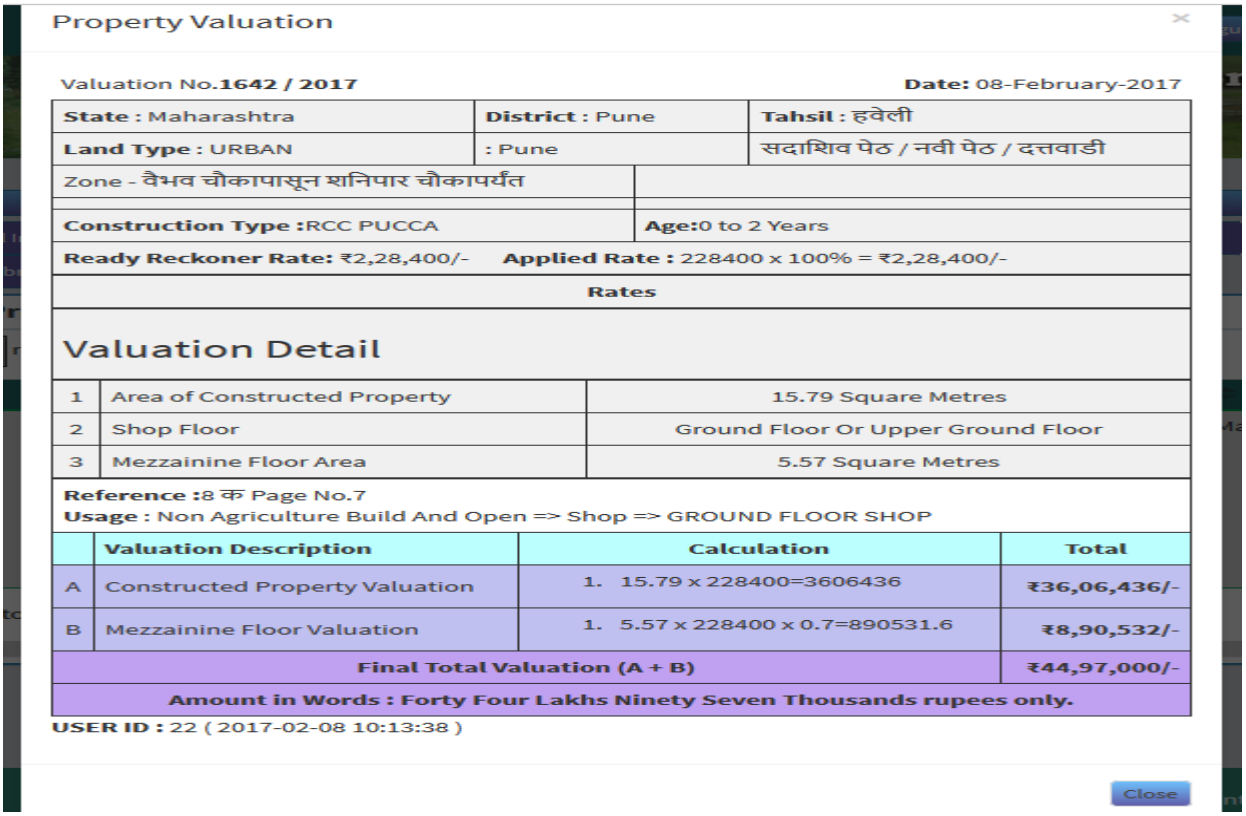
e) Calculate & Save



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

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



Property Valuation

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.		

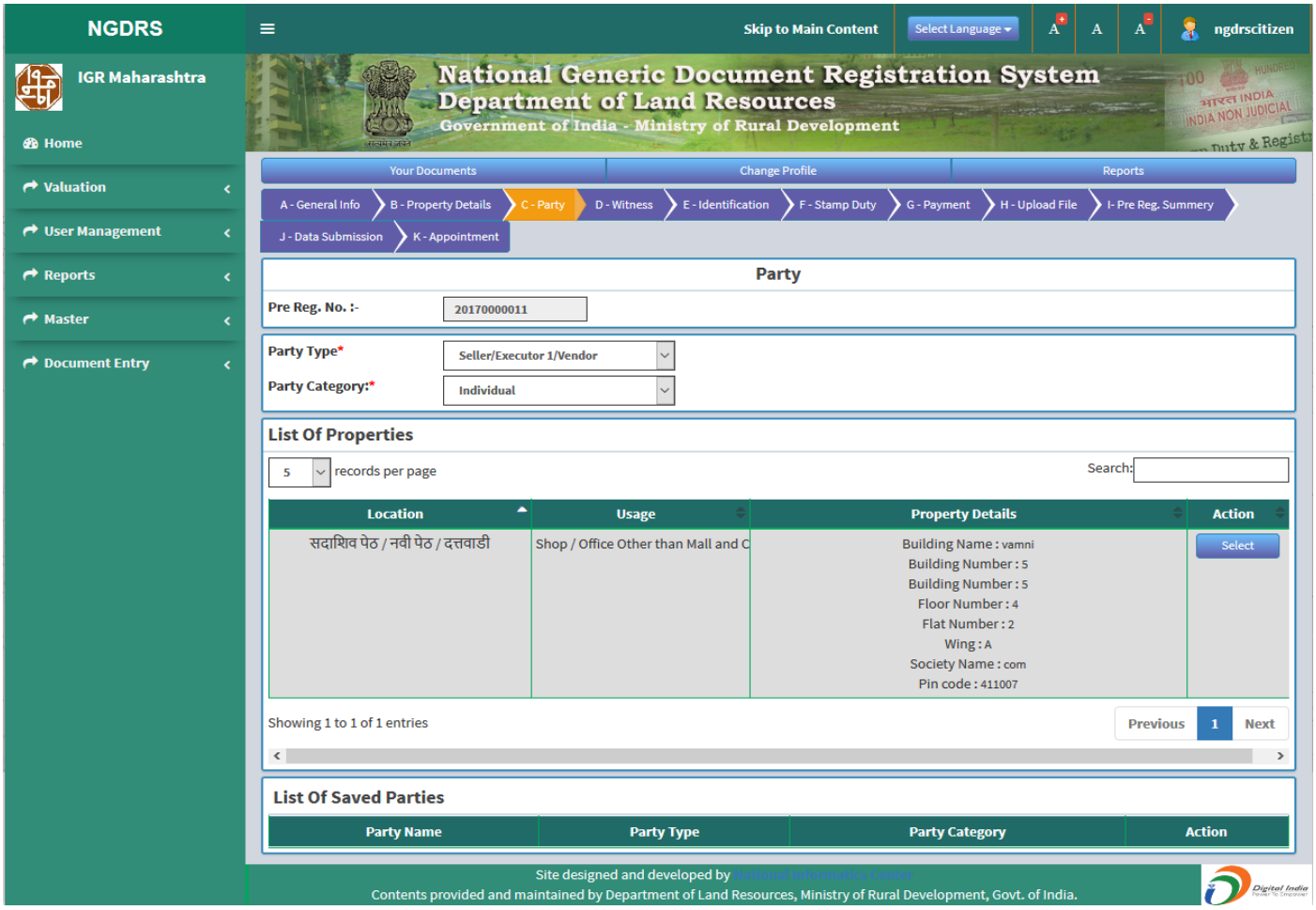
USER ID : 22 (2017-02-08 10:13:38)

Close

2. Edit or update the property details
3. Delete the property by click on delete button

C : Party

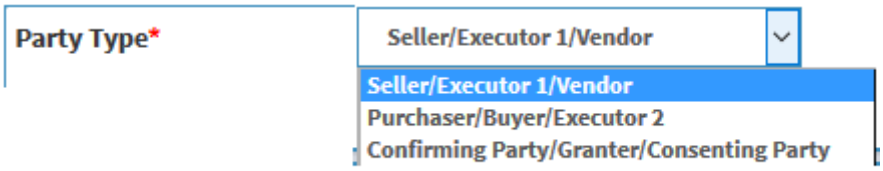
- Party screen as follow



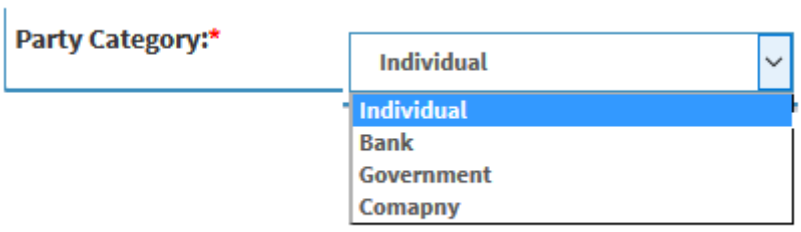
- User should have filled up details for both seller and purchaser

- **Party Type: Seller**

- Select the Party Type

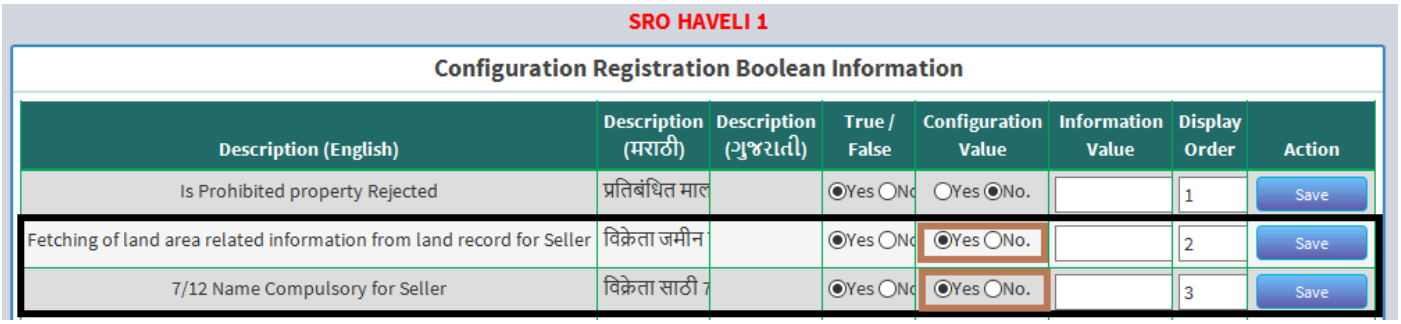


- Select Party Category



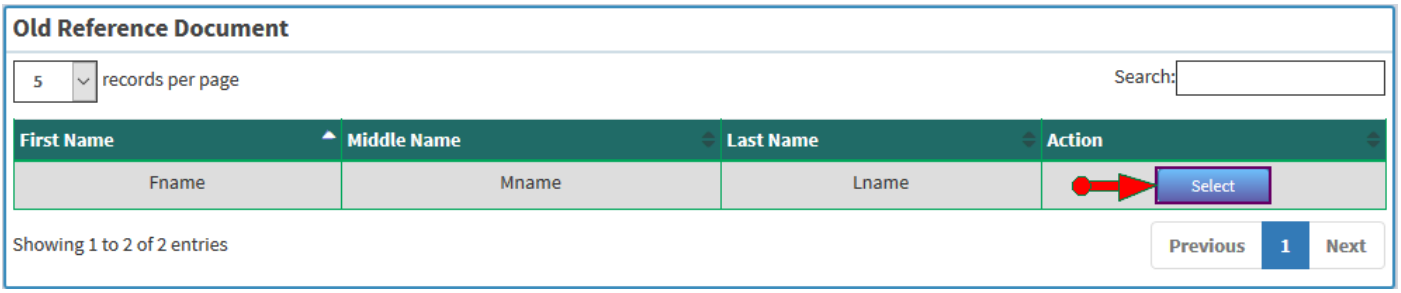
- Select the properties

➢ **Configuration setting for seller**

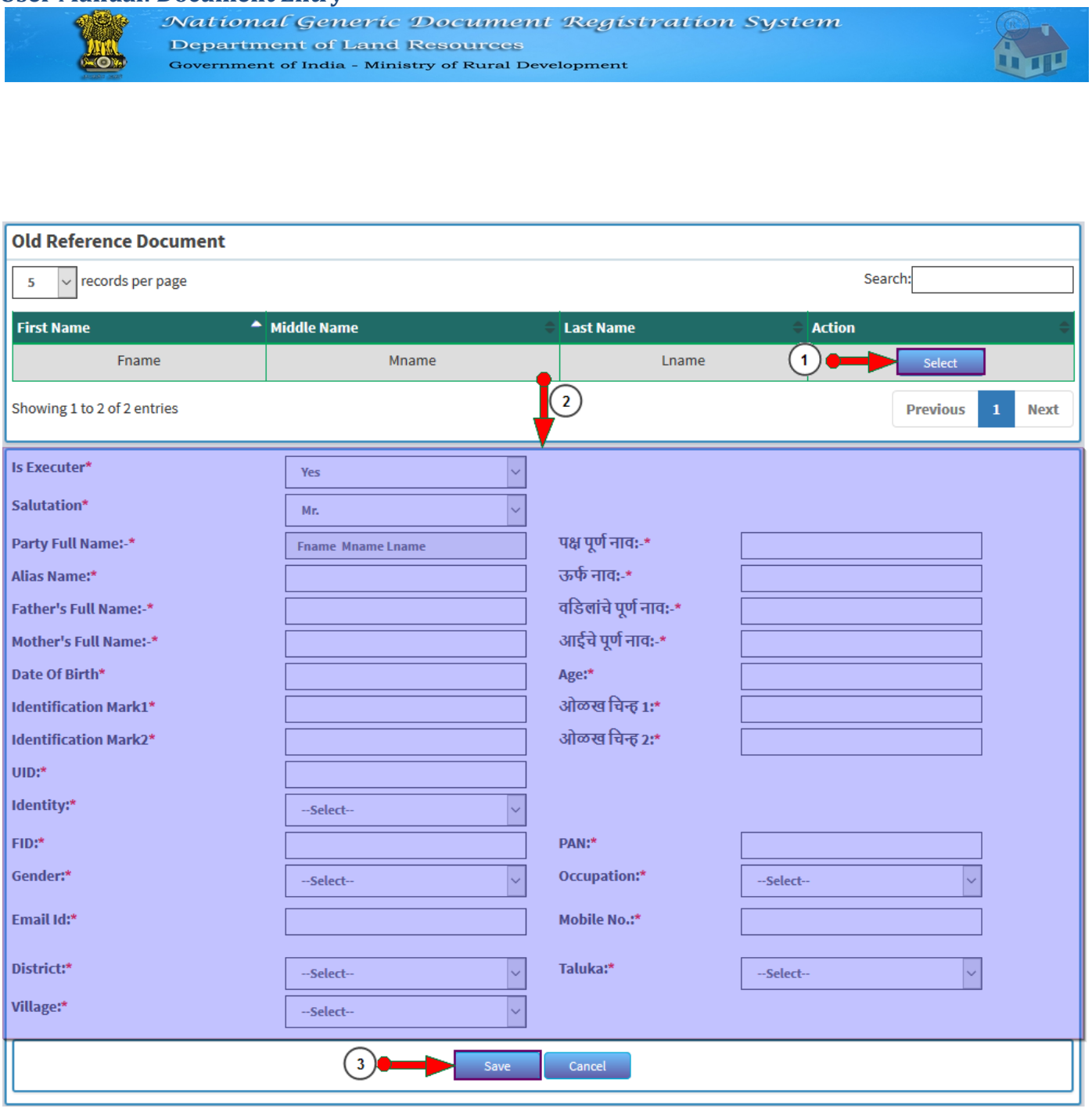


- **If fetching of land area related information from land record for seller** is set to **Yes** in configuration value then old reference document is listed & its set to **No** then no record fetch or listed by reference document number
- If 7/12 Name compulsory for seller then record fetch from 7/12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

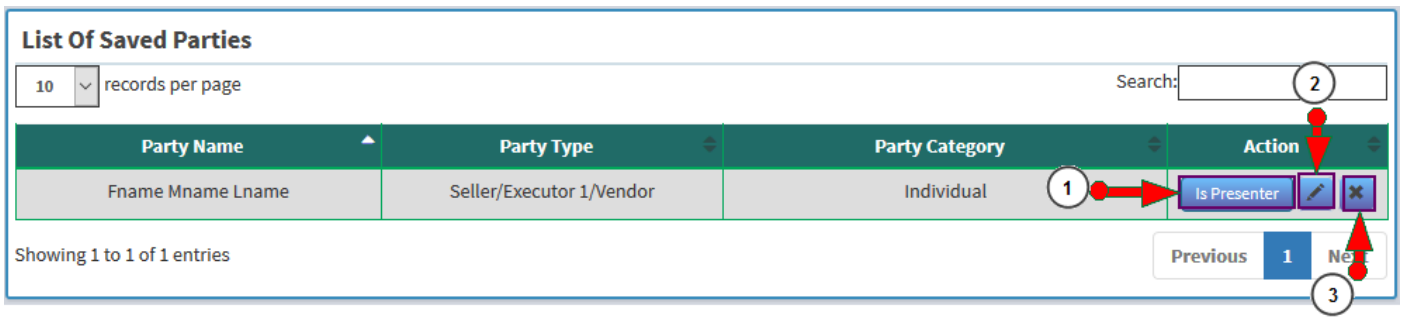


➢ Same configuration setting used for purchaser as like seller which is shown as above



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

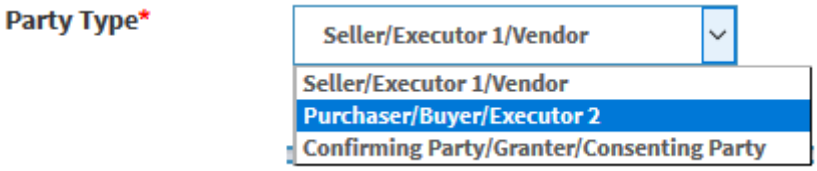
- **List of Saved Parties**



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

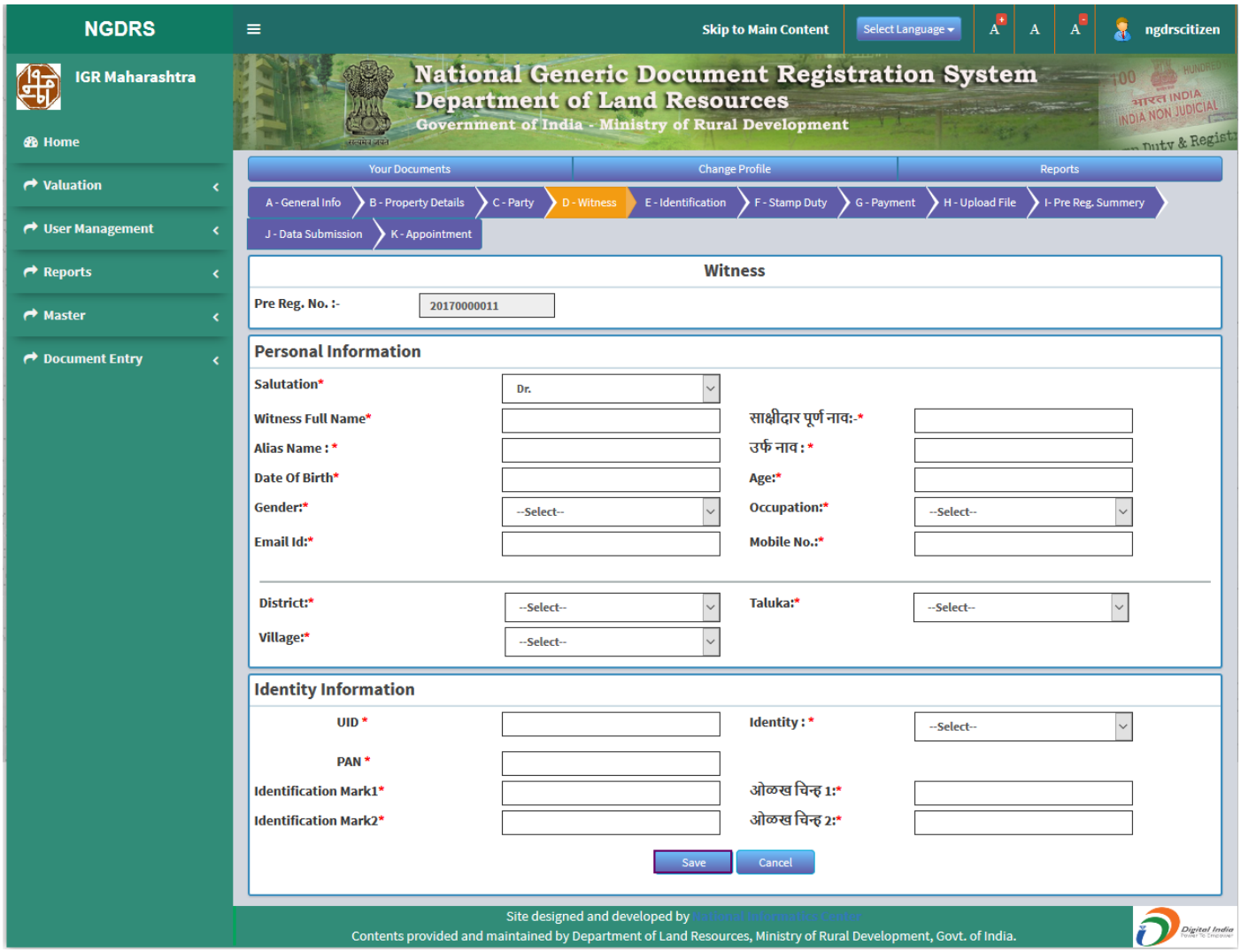
➢ **Party Type Purchaser**

- Select Party Type Purchaser/Buyer/Executor



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

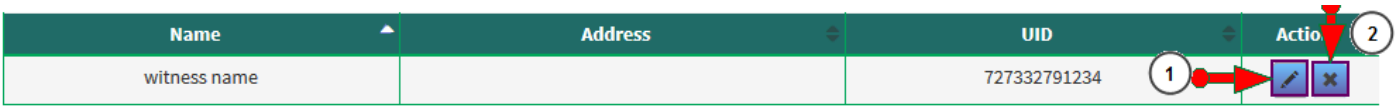
D) Witness



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

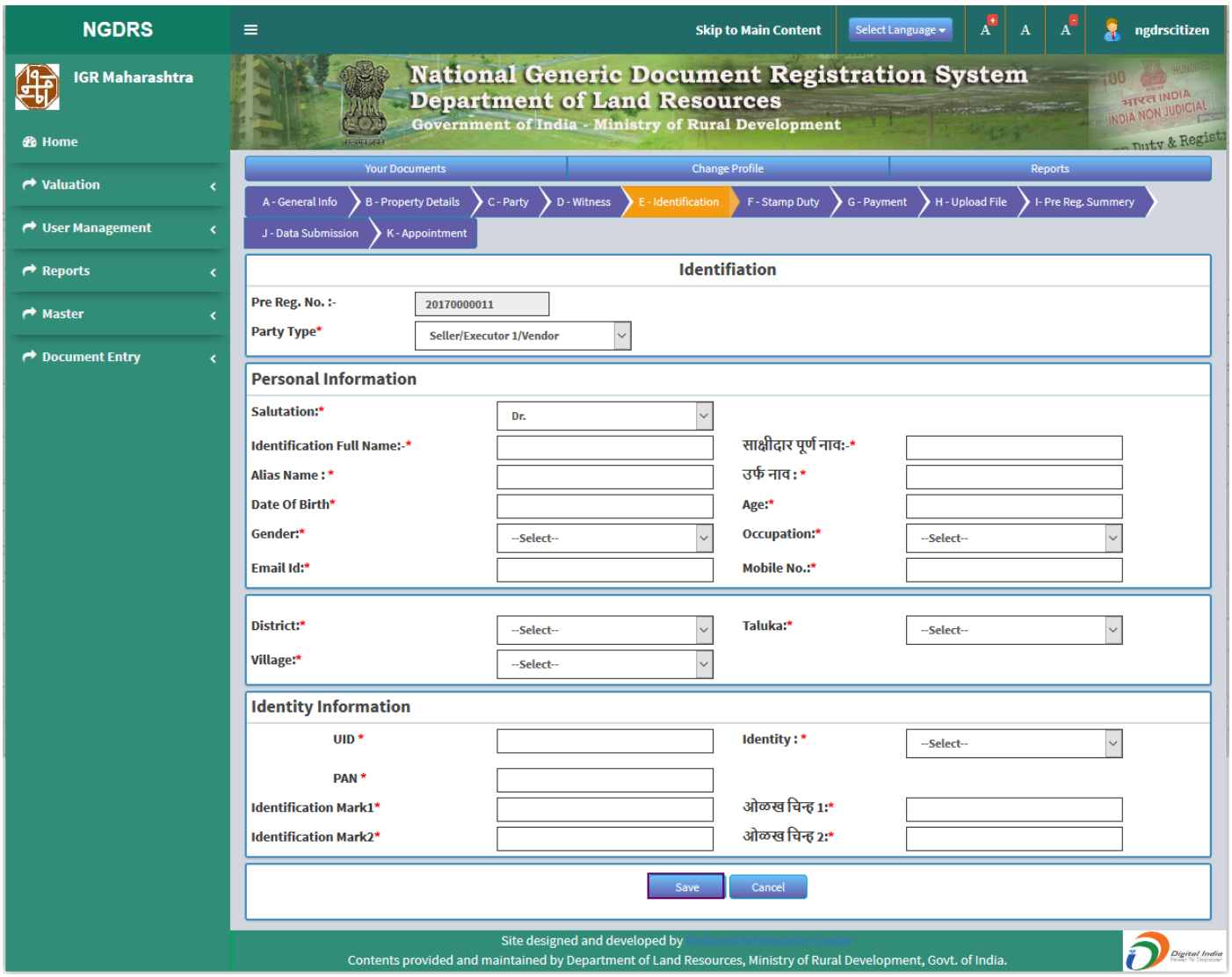
➢ **List of witness**

- User can add multiple witness



1. Edit the witness
2. Delete the witness

E) Identification



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

➢ **List of Identification**

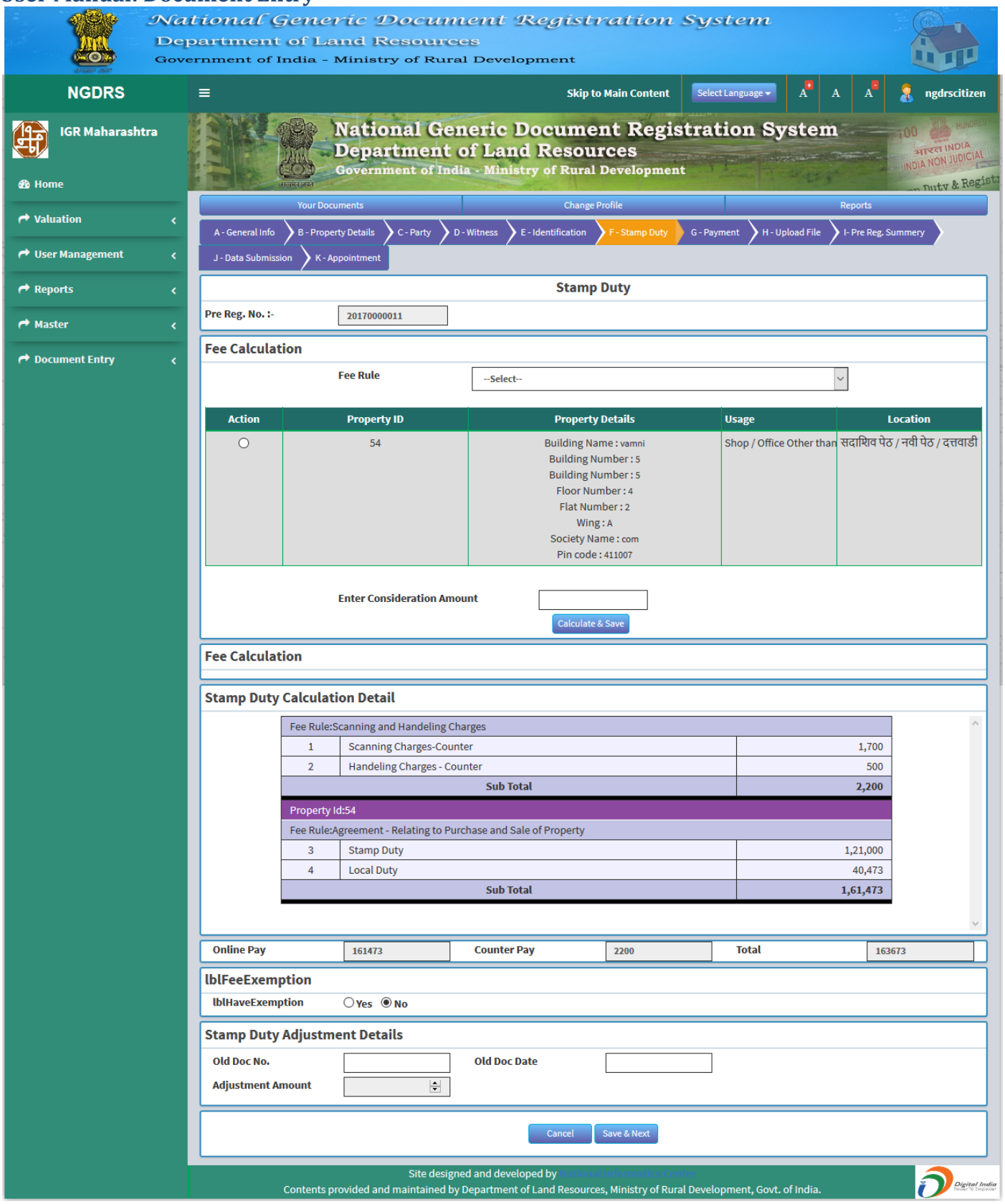
- User can add multiple identification

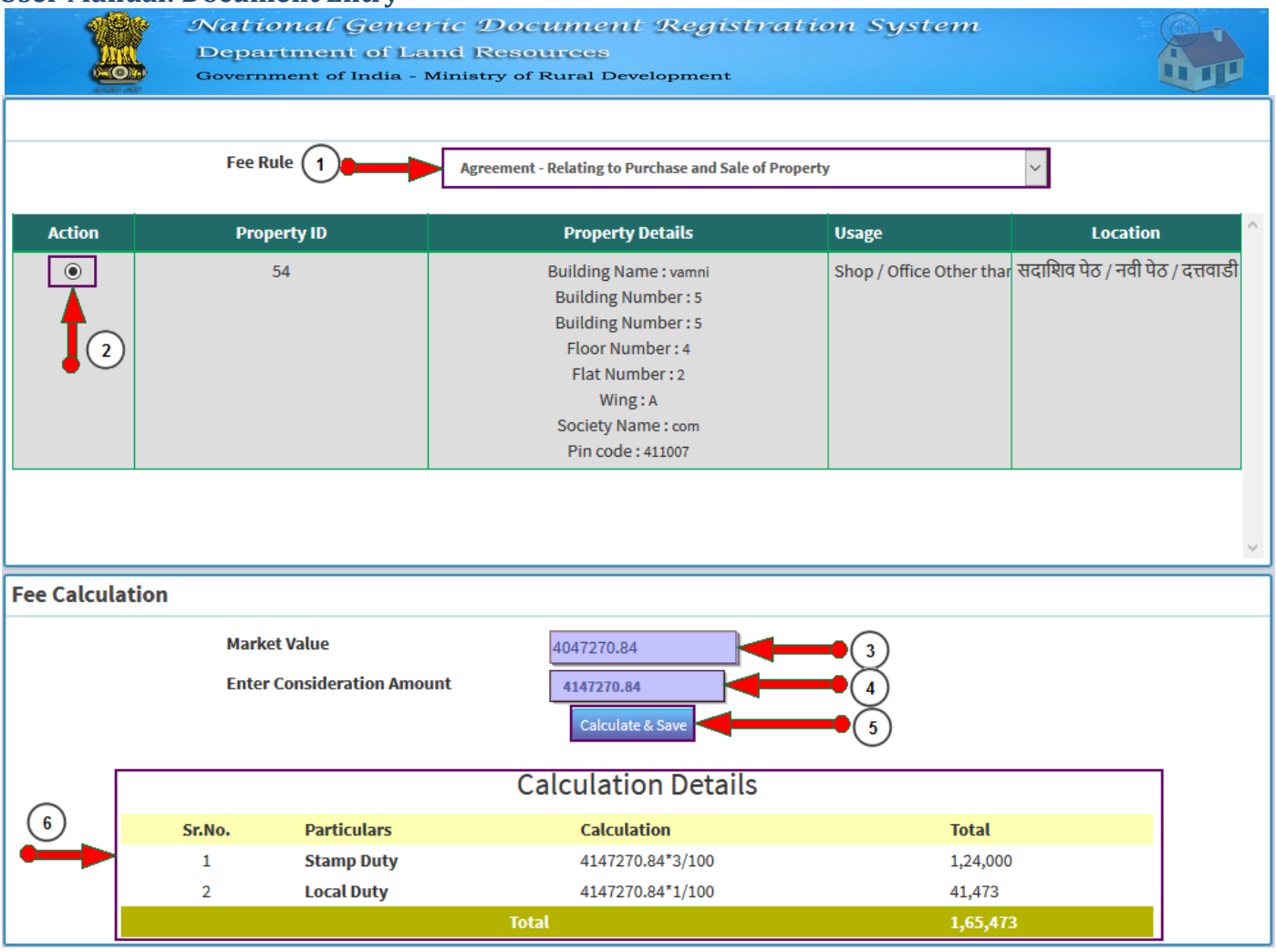
1. Edit the Identification
2. Delete the Identification

F) Stamp Duty

- Stamp duty screen as follow

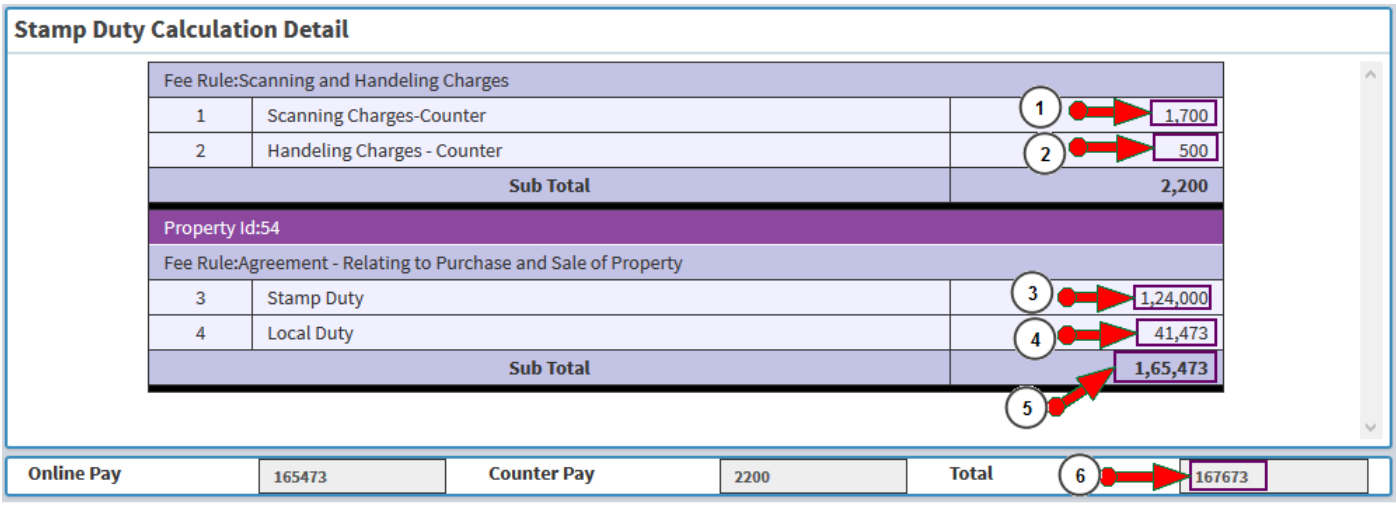
User Manual: Document Entry





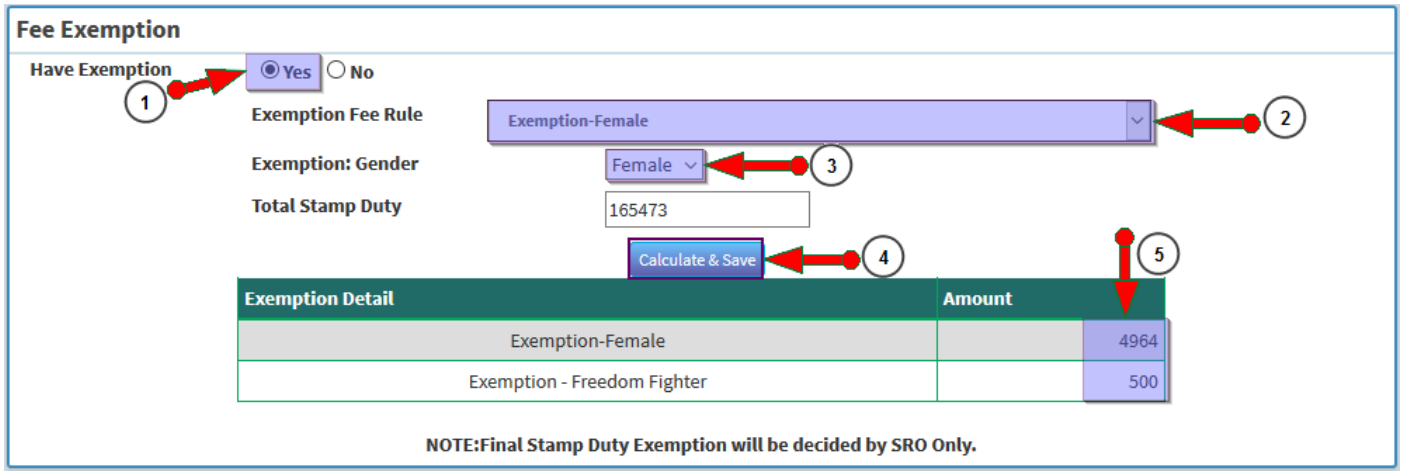
1. **Fee Rule :** Select Fee Rule, depend on article fee rule is applied
2. Select the property
3. Check the market value
4. Enter consideration amount if it is greater than market value
5. Calculate Stamp duty fee for consideration amount
6. Check the calculation details

Stamp Duty Calculation Detail



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

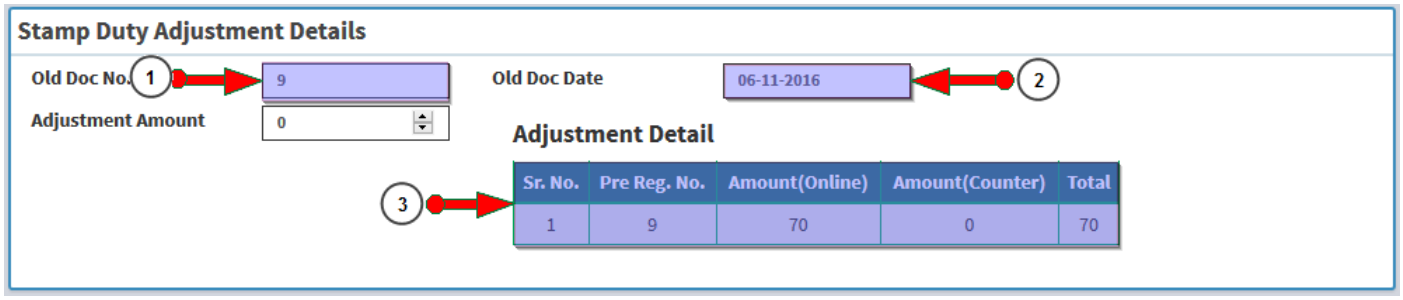


1. Set Yes or No for have exemption
2. Select Exemption fee rule
3. Select Exemption Gender
4. Calculate and save Exemption
5. Check Exemption amount

- 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

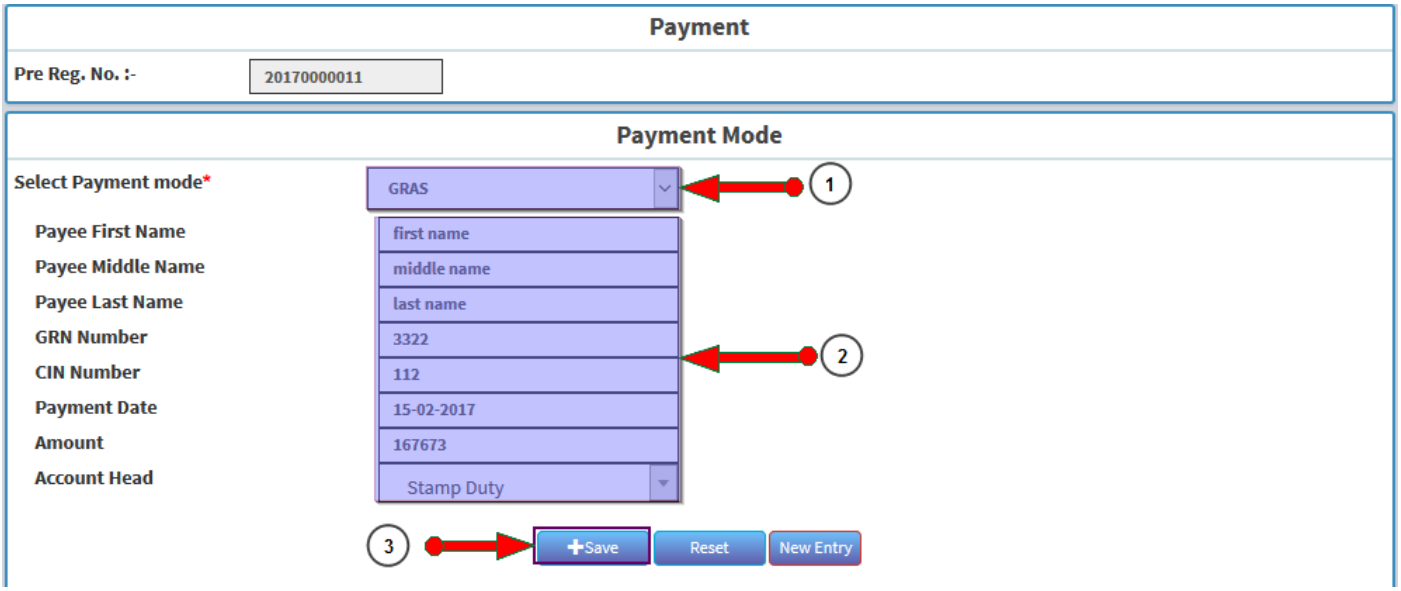


1. Enter old document number
2. Enter old document date
3. Check the adjustment detail

- Save Stamp Duty by click on Save & Next button

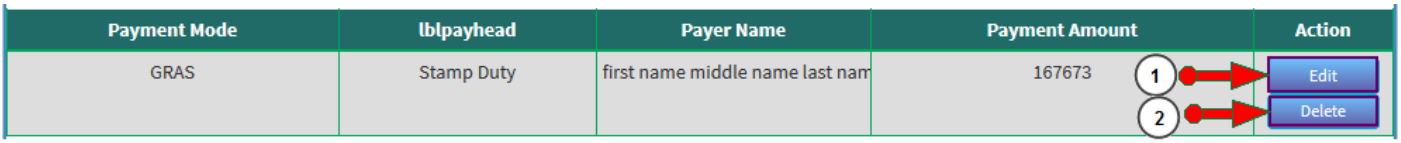
G) Payment

- Payment screen as follow



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



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

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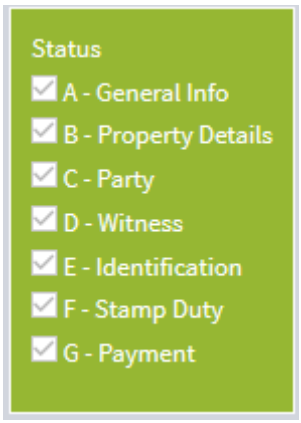
I) Pre. Reg. Summary

- Pre. Reg. Summary screen as follow

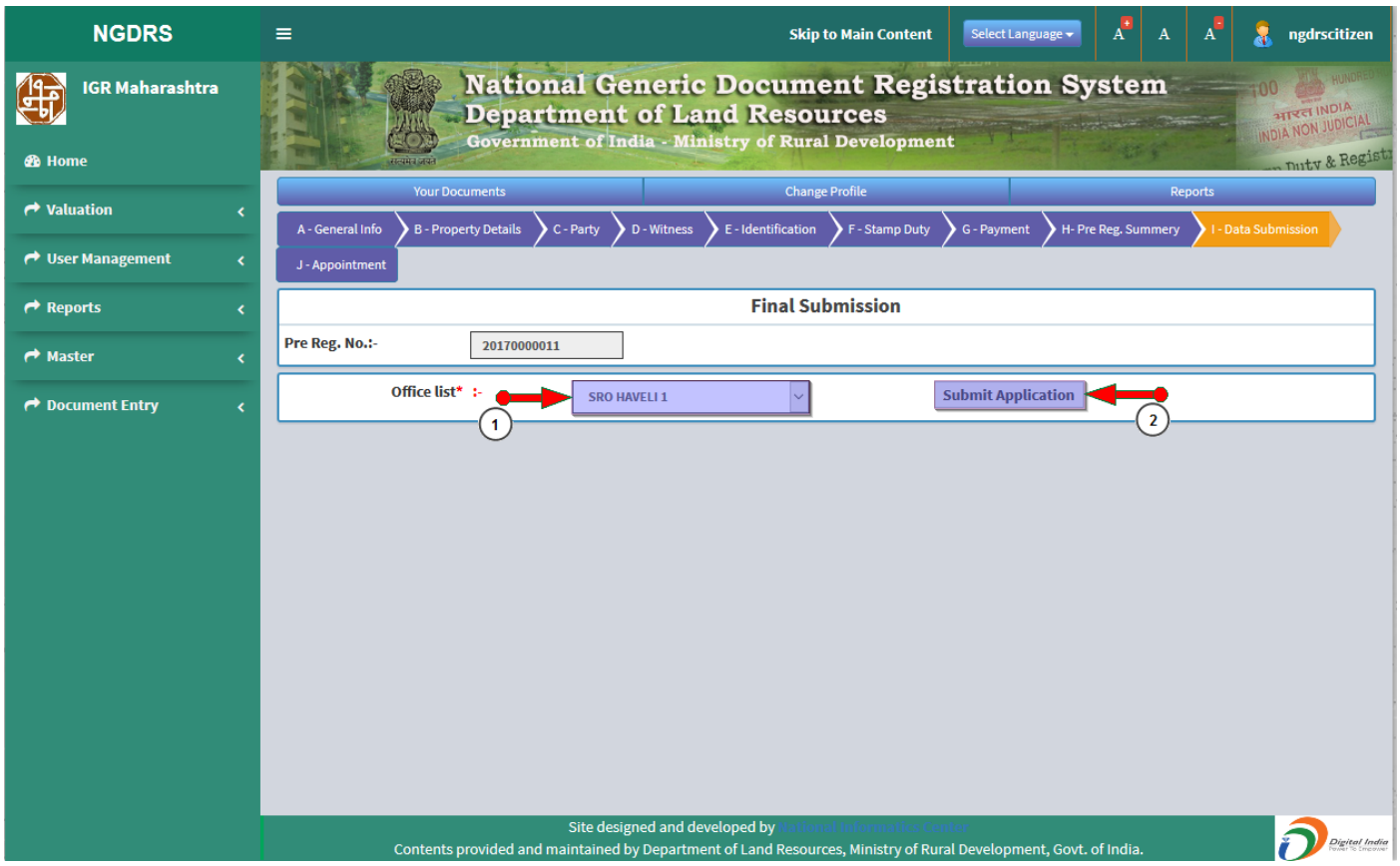
- **Status**



- 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

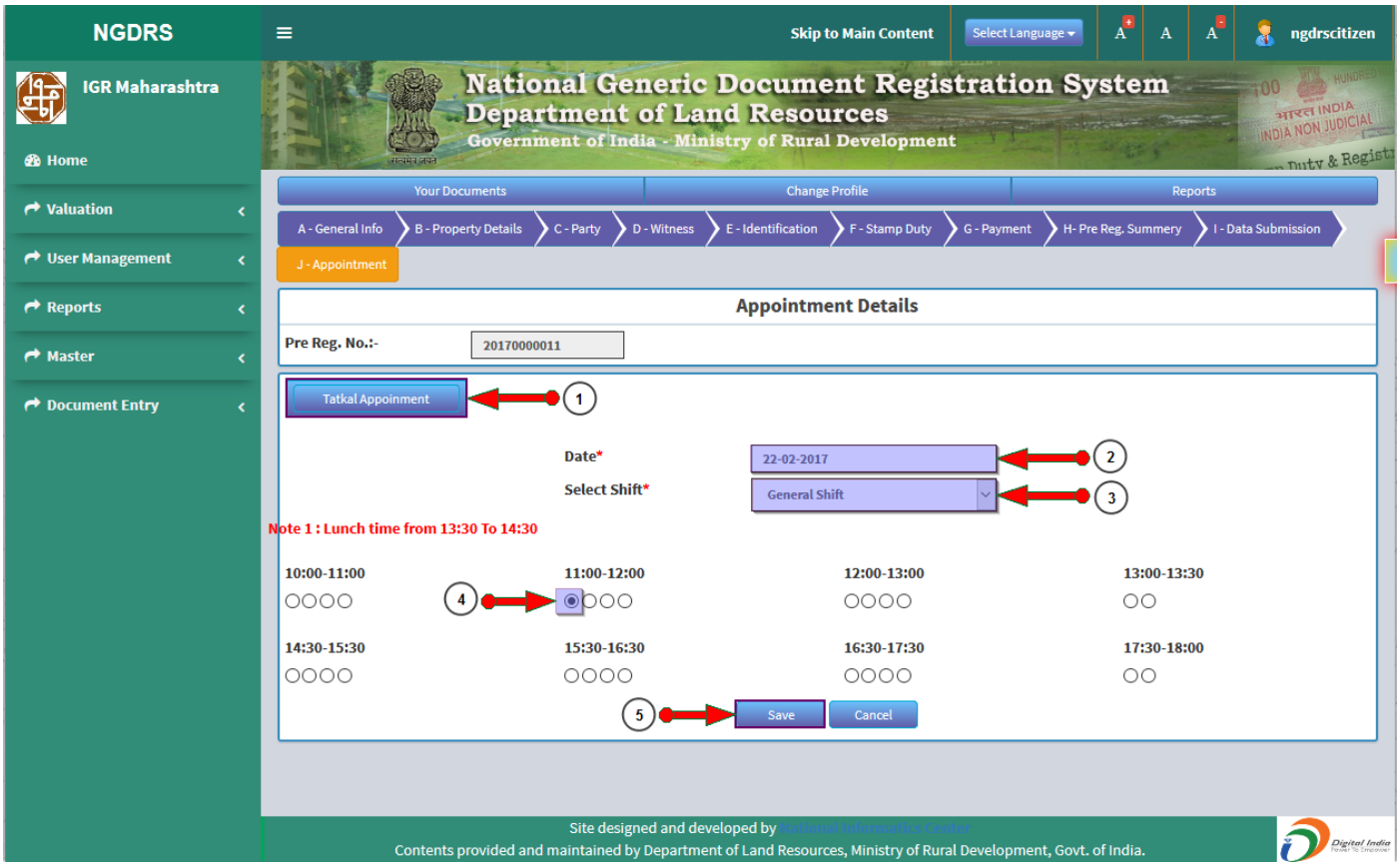
- Data submission screen as follow



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

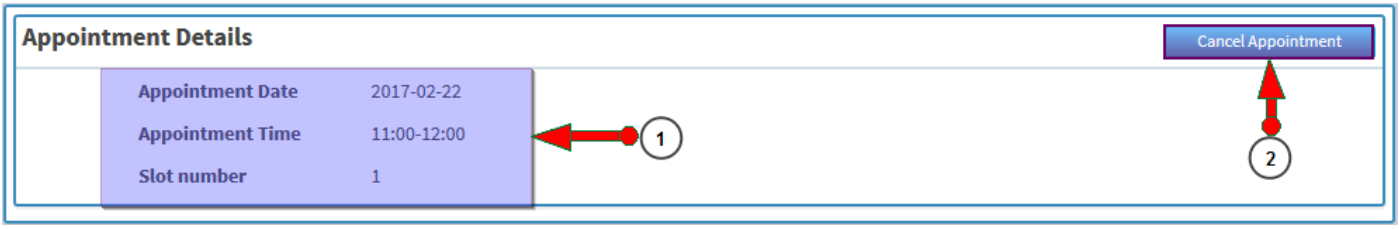
J) Appointment Details

- Appointment Details screen as follow



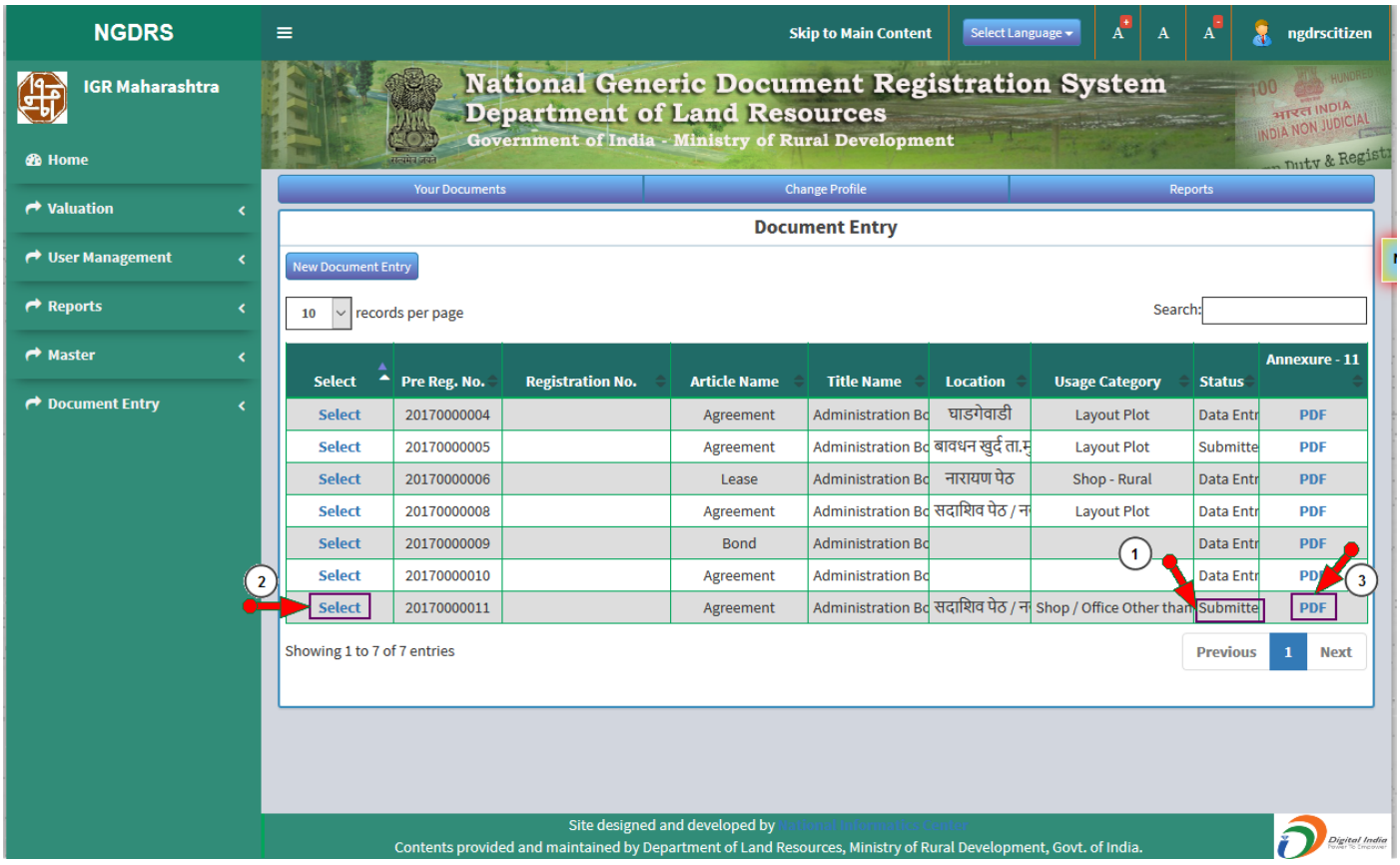
1. Select Tatkal or Normal Appointment by click on button
2. Select Appointment Date
3. Select Shit
4. Select time slot
5. Click on save button for to take appointment

- **Appointment Details**



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

- **List of Document**



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