

User Manual for NGDRS application

Uttarakhand User Manual

Version 1.0

Departments of Stamps and
Registration,
Govt. of Uttarakhand

HomePage

- Open the application URL (<https://ngdrs.eregistrationukgov.in/>) to access the login page

National Generic Document Registration System
Registration And Stamps Department
Departments Of Stamps And Registration, Govt Of Uttarakhand

Citizen
Login Register

Organization
Login

Our Reach : Andaman & Nicobar Islands, Chhattisgarh, Dadra & Nagar Haveli, Goa, Himachal Pradesh, Jammu & Kashmir, J

ROLLED OUT STATES OF NGDRS
(National Generic Document Registration System)

Dadra Nagar Haveli, Maharashtra (CIDCO, e-Registration, e-Filing 2.0), Punjab, Himachal Pradesh, Manipur, Jharkhand, Mizoram, Jammu & Kashmir, Goa, Chhattisgarh, Andaman & Nicobar Island

Digital India, NIC, india.gov.in, MINISTRY OF RURAL DEVELOPMENT

- Click on 'Register' to create new Citizen/ Advocate/ Deed Writer user account.

NGDRS
Departments Of Stamps And Registration, Govt Of Uttarakhand

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

Citizen Registration

Citizen Type Indian NRI Select Type Citizen

Authorized Person Name*
First Name Middle Name Last Name

Contact Person Address
Building Name / No. / Floor Street/Locality
City Pin Code
Select State*
Select District* Select Tehsil*

Contact Person ID Details
Email Id Mobile No.*
Select Id Proof* Id Proof No.*

Username & Password
Username* Password* Confirm Your Password*
Captcha* 5 H Z 6 V M

In Case You Forget Your Password
Hint Question* Your Answer

Submit Cancel

Citizen Login Page

- Click on Citizen Login.
- Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Get OTP button to get OTP.
- Enter OTP.
- Click on Login.

Sign in to start your session.

mayuri

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UHVTIT

U H V T I T

12345678

Login

Forgot Password?

Enter Login Details, CAPTCHA code and OTP

New Document Entry

- Click on Data Entry menu.
- Then Click on Document Entry sub menu.
- Click on New Document Entry button to start a new Document entry.

Document Entry

New Document Entry Help??

show 10 entries Search:

Select	Pre Reg. No.	Nature of the Document	Sub Deed/ Document Title	Location	Status	Pre Reg. Summary	Appointment	Remark
Select	20220000000124	03 - Gift Immovable	Gift(Immovable)(General-(Residential Plot))	Dehradun , Dehradun , अमवाला करनपुर	Registration Process	PDF	23-09-2022	
Select	20220000000113	01 - Sale (Immovable)	SALE(RESIDENTIAL PLOT)	Dehradun , Dehradun , Banjarowala	Registration Process	PDF	01-09-2022	
Select	20220000000111	05 - Power of Attorney	EXECUTED FOR SOLE PURPOSE OF REGISTRATION OF 1 OR MORE DOCUMENTS FOR A SINGLE TRANSACTION		Data Entry	PDF		
Select	20220000000108	01 - Sale (Immovable)	SALE (CANTT AREA)	Dehradun , Dehradun , Banjarowala	Data Entry	PDF		
Select	20220000000105	26 - Instrument(Correction)	INSTRUMENT/CORRECTION	Dehradun , Dehradun , Banjarowala	Submitted	PDF	28-09-2022 Reschedule Appointment	

Showing 1 to 5 of 5 entries

Previous 1 Next

(A) General Info

- Enter Total No. of Pages (Deed).
- Select Article from dropdown box.
- Select Document Title from dropdown box.
- Select District from dropdown box.
- Select Sub Registrar Office Name from dropdown box.
- Click on Save & Next Button to complete first step.

NGDRS Skip to Main Content English A+ A A- mayuri

Departments Of Stamps And Registration, Govt Of Uttarakhand

A - General Information B - Parties C - Witness D - Fee Calculation E - Upload Document F - Pre Registration Summary G - Data Submission H - Appointment

Document Details Help

Note:1: English data entry is compulsory.
Note:2: Link document number is previous registration number for this property.

Local Language For Data Entry	English	No. of Pages*	20
Nature of the Document*	01 - Sale (Immovable)	Sub Deed/ Document Title	SALE(RESIDENTIAL PLOT)
Document Execution Type *	Document Executed In India	Name of The Document Writer	MAYURI S A - Citizen
Date of Execution*	29-09-2022	Link Document Year	
Link document Registered At	---select---	Link Document Number	

In which SRO you want to Present this Document

District *	Dehradun
Office Name*	SRO Dehradun 1

Save & Next **Cancel**

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Please wait...!!!

(B) Property Details

- Select District, then select Area Type, select Tehsil/ Sub Tehsil, select local governing body, select city area/ Zone, select Revenue Village and select Level 1 List.
- Select Property Usage Category according to rates given in View Rate Button.
- Enter Area of constructed property.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add property attribute.
- Click on Save button to save the **Property Details**.
- Click on Property Valuation button to view valuation of the property.
- If user wants to edit the entry then click on edit button to update the record and click on save.
- If user wants to delete the entry click on Delete button to delete the record.

Saved Successfully

- A - General Information
- B - Property Details
- C - Parties
- D - Witness
- E - Fee Calculation
- F - Upload Document
- G - Pre Registration Summary
- H - Data Submission
- I - Appointment

- Home
- Data Entry
- A General Information
 - B Property Details
 - C Parties
 - D Witness
 - E Fee Calculation

Pre Reg. No. :- Already have an valuation Add here -

Property Details Help

District * Area Type * Tehsil * Habitation Name / Village *

[View Rate](#)

Search... Property Usage

Other commercial establishments

Residential Plot

Agricultural Land

Office

Required field

Agricultural Land

Land Area

Property Details

Latitude No.:-

Longitude No.:-

Property Details:-

Property Attributes Land Record data fetching attributes

[Add](#)

Selected Attribute	Attribute Value	Hissa 1	Hissa 2	Action
Khasara No.	21			Remove

Property Boundaries

Boundary North

Boundary South

Boundary East

Boundary West

[Save](#)

Property Details

Show entries Search:

Property Details	City / Village	Location	Usage Category	Action
No data available in table				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

(C) Party

1. Party 1

- Select Party Type and party category.
- Select Property by clicking on radio button given.
- Select Is Executor? Yes Or No, Salutation, Enter Party Full Name, Father Full Name, as they are Mandatory fields.
- Enter Date of birth, Select Identification Type ID and its description.
- Enter UID, Select PAN/ Form 60 61 and enter details accordingly, select Gender, Enter Mobile no.
- Select State, District, Taluka and Village respectively and Enter Address.
- Click on Save to save Seller party.
- Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.
- If user wants to delete the entry click on Delete button to delete the record.

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Departments Of Stamps
And Registration, Govt Of
Uttarakhand

A - General Information **B - Property Details** **C - Parties** **D - Witness** **E - Fee Calculation** **F - Upload Document** **G - Pre Registration Summary**
H - Data Submission **I - Appointment**

Home
Data Entry
User Management
Valuation

A General Information
 B Property Details
 C Parties
 D Witness
 E Fee Calculation

Party

Pre Reg. No. :- Note:1: English data entry is compulsory.
Note:2: Data entry of both parties is compulsory and set one party as Presenter compulsory.

Select Party Type Select Party Category:

List of Properties

Show entries Search

Sr. No.	Location	Usage Category	Property Details	Action
1	आमवाला तरला	Agricultural Land	Latitude No. : 10.153.26.36 Longitude No. : 12.215.252.33 Property Details : ABC Road Dehradun	<input type="radio"/>

Showing 1 to 1 of 1 entries Previous 1 Next

Do you want to repeat Power of Attorney Yes No

Is Executor? :-*

Salutation :-*

Party Full Name :-*

Father Full Name :-*

Spouse Full Name :-*

Date of Birth :-*

Age :-*

Identification Type ID :-*

Identification Description :-*

PAN/Form 60/61 :-*

Gender :-*

Occupation :-*

Mobile No. :-*

E-Mail :-*

Pincode :-*

District Name :-*

Taluka Name :-*

Village Name :-*

Address :-*

2. Party 2

- Select Party Type and party category.
- Select Property by clicking on radio button given.
- Select Is Executor? Yes Or No, Select Salutation, Enter Party Full Name, Father Full Name, enter Date of birth, Select Identification Type ID and its description.
- Enter UID, Select PAN/ Form 60 61 and enter details accordingly, select Gender, Enter Mobile no.
- Select State, District, Taluka and Village respectively and Enter Address.
- Click on Save to save Buyer party.
- Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.
- If user wants to delete the entry click on Delete button to delete the record.

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Departments Of Stamps
And Registration, Govt Of
Uttarakhand

Record Saved Successfully

A - General Information **B - Property Details** **C - Parties** **D - Witness** **E - Fee Calculation** **F - Upload Document** **G - Pre Registration Summary**

H - Data Submission **I - Appointment**

Home
Data Entry
User Management
Valuation

A General Information
 B Property Details
 C Parties
 D Witness
 E Fee Calculation

Party Help

Pre Reg. No. :- 20220000000125 **Note:1: English data entry is compulsory.**
Note:2: Data entry of both parties is compulsory and set one party as Presenter compulsory.

Select Party Type: Select Party Category:

List of Properties

Show entries Search

Sr. No.	Location	Usage Category	Property Details	Action
1	अमवाला तररा	Agricultural Land	Latitude No. : 10.153.26.36 Longitude No. : 12.215.252.33 Property Details : ABC Road Dehradun	<input type="radio"/>

Showing 1 to 1 of 1 entries Previous 1 Next

Do you want to repeat Power of Attorney Yes No

Is Executor? :-*

Salutation :-*

Party Full Name :-*

Father Full Name :-*

Spouse Full Name :-*

Date of Birth :-*

Age :-*

Identification Type ID :-*

Identification Description :-*

PAN/Form 60/61 :-*

Gender :-*

Occupation :-*

Occupation :-*

Mobile No. :-*

E-Mail :-*

Pincode :-*

District Name :-*

Taluka Name :-*

Village Name :-*

Address :-*

Save **Cancel**

Details of Parties

Show entries Search

Sr. No.	Party Name	Power Of Attorney	Party Type	Party Category	Action	Upload Form 60/61
1	MAYURI ARGUNDE		Buyer	Individual	<input type="button" value="Set as Presenter"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Verify PAN"/>	

3. Set Party As Presenter:

- Click on Set as Presenter button to set party as Presenter at the actual time of presenting the document at SRO office.

Details of Parties									
Show <input type="text" value="10"/> entries		Search: <input type="text"/>							
Sr. No.	Party Name	Power Of Attorney	Party Type	Party Category	Action				Upload Form 60/61
1	MAYURI ARGUNDE		Buyer	Individual	Set as Presenter	Edit	Delete	Verify PAN	
2	MADHURI RAHANE		Seller	Indi	Set as Presenter	Edit	Delete	Verify PAN	

Showing 1 to 2 of 2 entries

Previous **1** Next

(D) Witness

- Select Salutation, Enter Witness Full Name, Father/ Husband Full Name.
- Select date of birth, select Gender, Enter Email ID, Mobile No.
- Select Identification Type ID and enter its details.
- Select District, Tehsil, Village.
- Enter Address
- Click on save to Save Witness
- 2 witness entries are compulsory.**

Witness 1 -

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Departments Of Stamps And Registration, Govt Of Uttarakhand

A - General Information | B - Property Details | C - Parties | **D - Witness** | E - Fee Calculation | F - Upload Document | G - Pre Registration Summary

H - Data Submission | I - Appointment

Home | Data Entry

A General Information
B Property Details
C Parties
D Witness
E Fee Calculation

Witness

Pre Reg. No. :- **Note:1: English data entry is compulsory.**

Salutation :- *

Witness Full Name :- *

Father/ Husband Full Name :- *

Alias Name :-

Age :- *

Gender :- *

Mobile :- *

Identification Type ID :- *

Identification Description :- *

Address :- *

Witness 2 -

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Departments Of Stamps
And Registration, Govt Of
Uttarakhand

Record Saved Successfully

A - General Information B - Property Details C - Parties **D - Witness** E - Fee Calculation F - Upload Document G - Pre Registration Summary

H - Data Submission I - Appointment

Home Data Entry

- A General Information
- B Property Details
- C Parties
- D Witness**
- E Fee Calculation

Witness Help

Pre Reg. No. :- Note:1: English data entry is compulsory.

Salutation :- *	<input type="text" value="Mr."/>
Witness Full Name :- *	<input type="text" value="SONAM PATIL"/>
Father/ Husband Full Name :- *	<input type="text" value="SUSHANT PATIL"/>
Alias Name :-	<input type="text"/>
Age :- *	<input type="text" value="29"/>
Gender :- *	<input type="text" value="Female"/>
Mobile :- *	<input type="text" value="9874654321"/>
Identification Type ID :- *	<input type="text" value="PAN"/>
Identification Description :- *	<input type="text" value="BGHNJ1524A"/>
Address :- *	<input type="text" value="ABC ROAD 544457"/>

Name	Action
DIPTI APHALE	<input type="button" value="Edit"/> <input type="button" value="X"/>

(F) Stamp Duty

- Select Property.
- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.

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Departments Of Stamps And Registration, Govt Of Uttarakhand

A - General Information **B - Property Details** **C - Parties** **D - Witness** **E - Fee Calculation** **F - Upload Document** **G - Pre Registration Summary**

H - Data Submission **I - Appointment**

Stamp Duty/Registration Charges/Other Charges Help Exemption Help

Pre Reg. No. :-

Stamp Duty Calculation

Fee Rule

Action	Property ID	Property Details	Usage Category	Location
<input checked="" type="radio"/>	140	Latitude No. : 10.153.26.36 Longitude No. : 12.215.252.33 Property Details : ABC Road Dehradun	Agricultural Land	आमवाला तराहा

Stamp Duty Calculation

Market Value/SR Value
Gender
Consideration Amount

Sr.No.	Particulars	Payment Mode	Min.	Max.	Calculation	Total	Final Amount
1	Registration Fee	GRAS, Stamp Paper, Demand Draft (DD)/Cheque, E-Registration, E-Stamp, CASH, Bank Challan	-NA-	-NA-	25000	25000	25,000
2	Stamp Duty	GRAS, Stamp Paper, Demand Draft (DD)/Cheque, E-Registration, E-Stamp, CASH, Bank Challan	-NA-	-NA-	675000000*5/100	33750000	3,37,50,000
Total							3,37,75,000/-

Details

Property Id: 140

Fee Rule: Pasting Fee

Sr.No.	Particulars	Amount
1	Pasting Fee	100
2	Processing Fee	400
Total		500

Online Pay Counter Pay **Total Amount**

Fee Exemption

Have Exemption? Yes No

Online Pay Fee Exemption **Online Pay Total Amount**

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Network speed: 4.91 Mbps

Top

(G) Pre Registration summary

- Click on Download PDF to download Summary Report.

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Departments Of Stamps And Registration, Govt Of Uttarakhand

Record Saved Successfully


A - General Information B - Property Details C - Parties D - Witness E - Fee Calculation F - Upload Document G - Pre Registration Summary


H - Data Submission I - Appointment

Home Data Entry

A General Information
 B Property Details
 C Parties
 D Witness
 E Fee Calculation

Download PDF





Pre Registration Summary

Date :- 29-09-2022 04:22 pm Office Name :- SRO Dehradun 1
Token No:- 2022000000125

Article	01 - Sale (Immovable)
Document Registration Date	29-Sep-2022
No. of Pages	20
Stamp Duty	₹3,37,50,000.

Property Id: 140

Village Name	आमवाला सरला, Dehradun, Dehradun
Land measurement, Sub Part and House No	Property Boundaries East: DFF, West: GFD, South: ASD, North: ABC
Property Description	Land Area : 15.00 Hectares
Other Description of the Property	Longitude No. - 12.215.252.33, Latitude No. - 10.153.26.36, Property Details - ABC Road Dehradun Khasara No. - 21
Market Value	675000000
Consideration	675000000

Seller	-Mr. MADHURI RAHANE , Father Name- RAMNATH RAHANE , Age: 33, Gender:Female,PAN No./Form(60/61) - GHNBV2512S,Address - ABC ROAD
Buyer	-Mr. MAYURI ARGUNDE , Father Name- SHIVAJI ARGUNDE , Age: 26, Gender:Female,PAN No./Form(60/61) - BNHVG4555A,Address - ABC ROAD DEHRADUN

Witness Information	Mr. SONAM PATIL , Address : ABC ROAD 544457, , , Mr. DIP TI APHALE , Address : ABC CHOWK DEHRADUN, , ,
---------------------	---

Property Id:140

Fee Rule:Sale Deed Immovable

1	Registration Fee	25,000
2	Stamp Duty	3,37,50,000
Total		3,37,75,000

Fee Rule:Pasting Fee

1	Pasting Fee	100
2	Processing Fee	400
Total		500

Declaration To Be Made In The Data Entry Summary Sheet Print Out

All the entries made, have been verified by me and are found same as the entries of the document presented.



Disclaimer : | hereby declare that all the contents of uploaded document and the original document are exactly same, and all the information provided by me are true to itself. The detail of property's holding number has been verified by me at the time of entry through alert generated by the system. | am satisfied with the verification and hence proceeding further for registration after seeing the alert.

Deed Writer / Advocate	Vendee/Claimant :	Vendor / Executant
------------------------	-------------------	--------------------

(Party Signature)

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Network speed: 10.17 Mbps

(H) Upload Documents

- Select file by clicking on Choose File button.
- Click on Upload / Update button after selection of the file.

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Departments Of Stamps And Registration, Govt Of Uttarakhand

File Uploaded Successfully

A - General Information B - Property Details C - Parties D - Witness E - Fee Calculation F - Upload Document G - Pre Registration Summary

H - Data Submission I - Appointment

Upload Document

Pre Reg. No.:- 20220000000125

Common Upload Document

Note:1: Red Star(*) Indicates Mandatory Document
Note:2: Only Alphabets,Number,Dash(-),Underscore(_) allowed in file name.

Sub Deed/ Document Title	Select	Download	Action
UID proof of first party (File Size:0.5MB) *	Choose File No file chosen	Download	Upload/Update
UID proof of second party (File Size:0.5MB) *	Choose File No file chosen	Download	Upload/Update
UID proof of Witness. (File Size:0.5MB) *	Choose File No file chosen	Download	Upload/Update

Please wait...!!!

- Click on Download link to download the uploaded document.

(I) Data Submission

- Click on Submit button to submit the document.

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Departments Of Stamps And Registration, Govt Of Uttarakhand

A - General Information B - Property Details C - Parties D - Witness E - Fee Calculation F - Upload Document G - Pre Registration Summary

H - Data Submission I - Appointment

Final Submission

Pre Reg. No.:- 20220000000125

Submit Data

Please wait...!!!

(J) Appointment

- Select Date.
- Select shift and select Time.
- Click on Save button to Save Appointment Details

NGDRS Skip to Main Content English A+ A A- mayuri

Departments Of Stamps And Registration, Govt Of Uttarakhand

Application Submitted Successfully

A - General Information B - Property Details C - Parties D - Witness E - Fee Calculation F - Upload Document G - Pre Registration Summary

H - Data Submission I - Appointment

Appointment Details :- SRO Deharadun 1 Help

Note: Red marked slots are not available.

Pre Reg. No.:- 2022000000125

Date* 30-09-2022

Select Shift* Morning Shift

Note 1 : Lunch time from 5:30 To 5:30

9:30-10:30 10:30-11:30 11:30-12:30 12:30-13:30 13:30-14:30

Save Cancel

NGDRS Skip to Main Content English A+ A A- mayuri

Departments Of Stamps And Registration, Govt Of Uttarakhand

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

Slot allocated Successfully

Document Entry New Document Entry Help??

Show 10 entries Search:

Select	Pre Reg. No.	Nature of the Document	Sub Deed/ Document Title	Location	Status	Pre Reg. Summary	Appointment	Remark
Select	2022000000125	01 - Sale (Immovable)	SALE(RESIDENTIAL PLOT)	Dehradun , Dehradun , आमवाला तराता	Submitted	PDF	30-09-2022	
Select	2022000000124	03 - Gift Immovable	Gift(Immovable)(General-(Residential Plot))	Dehradun , Dehradun , आमवाला करनपुर	Registration Process	PDF	23-09-2022	
Select	2022000000113	01 - Sale (Immovable)	SALE(RESIDENTIAL PLOT)	Dehradun , Dehradun , Banjarowala	Registration Process	PDF	01-09-2022	
Select	2022000000111	05 - Power of Attorney	EXECUTED FOR SOLE PURPOSE OF REGISTRATION OF 1 OR MORE DOCUMENTS FOR A SINGLE TRANSACTION		Data Entry	PDF		
Select	2022000000108	01 - Sale (Immovable)	SALE (CANTT AREA)	Dehradun , Dehradun , Banjarowala	Data Entry	PDF		
Select	2022000000105	26 - Instrument(Correction)	INSTRUMENT/CORRECTION	Dehradun , Dehradun , Banjarowala	Submitted	PDF	28-09-2022 Reschedule Appointment	

Showing 1 to 6 of 6 entries Previous 1 Next

Thank You