Stamp & Registration – Property Registration

1	Name of Approval / NOC / License / Registration	**Property Registration**
2	Competent Authority	Stamp & Registration
3	Applicability Criteria	o Sub Registrar
4	Stage	Pre-Establishment
5	SLA/ Number of Days	120 Days
6	Documents Required	(i) Deed Document (ii) Copy of Aadhar/Pan of Buyer, Seller & Witness (ii) Copy of updated Khatauni (iii) Copy of updated Khasra (iv) Map of land (including Quadriplegic)
7	Form Submission	http://niveshmitra.up.nic.in/
8	Fee	Variable Fee (Auto calculated based on inputs, check Fee Description link)
9	Mode of Payment	Online
10	Procedure for getting license	**Step- 1 :** a) The applicant shall open the Online Single Window Portal using the address. b) Register in Online portal using their personal Details and Contact Details. c) A password is generated and sent thru SMS/Email. Using the User id and Password to log into the online Web portal.

		Step – 2 : After logging into the web portal, the Applicant shall fill the common application form and create Unit. **Step – 3 :** Select apply for permission, choose unit, select Department "Stamp & Registration" and service "Property Registration" then click on proceed. The applicant will go ahead and submit the application form for service "Property Registration" **Step – 4 :** Once the application is filled, prepare Deed document. **Step – 5 :** Calculated Fee submitted by Applicant Online. **Step – 6 :** Generate Online appointment to visit SRO Office. **Step – 7 :** Take Print out of prepared Deed document, attach required documents (Point 6) & appear on the appointment date with Witness at the designated SRO **Step – 8 :** Verification of entered details by SRO's Operator and raised query if required **Step – 9 :** Applicant corrects queries raised by SRO within 7 days **Step – 10 :** Photographs and thumbs of all parties are captured and details of the Witnesses are added by SRO's Operator **Step – 11 :** SRO verify the Document & attaches the registration number and send to online system for uploading. **Step – 12 :** Property Registration Document Uploaded by SRO **Step – 13 :** Applicant Downloads the Document from online system