

Process Flow

Department: Excise, Registration, Taxation and Stamps (ERTS) Department.
(Sub Registrar Office)

Service: Document Registration

Task Name	Performing Designation	Allowed Actions: (only one at a time) Document(s): Enclosure/Annexure Forward to Task: Conditional Business Rules
Applicant Module	Application submission	<ul style="list-style-type: none"> ▪ Registration in the portal ▪ Applicant logins with the appropriate credentials ▪ The applicant provides the Detail in the sections below <ul style="list-style-type: none"> ➤ General Information ➤ Property Details ➤ Party ➤ Witness ➤ Identifier ➤ Fee Calculation ➤ Pre Registration Summary(Acknowledgement) ➤ Upload Document ➤ Data Submission ➤ Appointment
Sub Registrar's Office Module	Dealing Assistant	The following tasks are performed. <ul style="list-style-type: none"> ➤ Check In Accept /Revert Back to the Applicant for any correction. ➤ Check List of the following was performed Valuation as per Rule Objection Cleared Correct Registration Fees Correct Stamp Duty Correct Enclosures
	Sub Registrar	<ul style="list-style-type: none"> ➤ Presentation All Originals documents are checked Initials in the Documents Temporary Registration number converted to Permanent Registration number
	Cashier	<ul style="list-style-type: none"> ➤ Payment/Payment Verification Both Online/Offline Payment available
	Dealing Assistant	<ul style="list-style-type: none"> ➤ Capturing photos and Biometrics ➤ Scanning of the Final Deed ➤ Document delivery to the Applicant