



e-নথিকরণ

## User's Manual

(Version 1.0.0)

June 2016

**Government of West Bengal**

**Department of Finance (Revenue)**

**Directorate of Registration and Stamp Revenue**

Design & Development

**NIC**

## 1. Requisition form Entry:

(From Web site for Assessment of market value and determination of chargeability of Stamp Duty and Registration Fees):

Prior to presentation of any document for registration before the proper registering officer, procurement of assessment slip is a must. Assessment slip is generated after filling of requisition form. Assessment slip contains not only the market value of properties & the amount Stamp Duty and Registration Fees payable for registration of the document, but also the details of the properties under transaction & the details of the parties to the document. Requisition Form can be entered from the website of the Directorate of Registration and Stamp Revenue, West Bengal ([www.wbregistration.gov.in](http://www.wbregistration.gov.in)) by Clicking on the menu item as:

[www.wbregistration.gov.in](http://www.wbregistration.gov.in) → Citizen Services → e-Requisition form Filling



Fig-1



On clicking this menu one message box will displayed as shown in the figure below and user has to select “Fill up New Requisition Form” option selected in red colored box. Then requisition entry page will appear and user has to fill up the details.

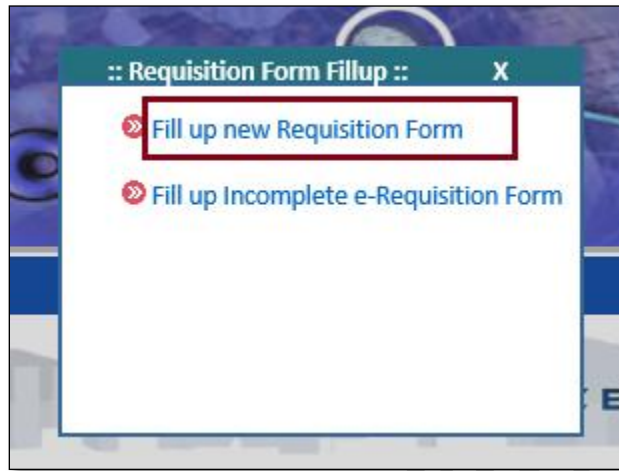


Fig-2

After completion of requisition form entry system will automatically generate e-assessment slip informing required Stamp Duty and Registration Fee payable for Registration of the deed and SMS containing required Stamp Duty and Registration Fee payable will be send to the given mobile no.

### 1.1 The requisition form entry process has four sections:

#### 1.1.1 Applicant and Transaction

User has to fill up Applicant and Transaction details here

#### 1.1.2 Transferor & Transferee

User has to enter Executants and Claimants details here

#### 1.1.3 Property Details

User has to enter Property details i.e. Land /Structure/ Apartment details

#### 1.1.4 Finalize

Finalize the Query Details entered.

### 1.1.1 Applicant & Transaction

User has to enter the Applicant & Transaction details in this section and the mandatory details must be entered. Here user has to select at least one Land/Land with structures or Apartment details. For all book -I transactions user has to select at least one Land or Apartment. Without selecting any Land or Apartment following message will appear:

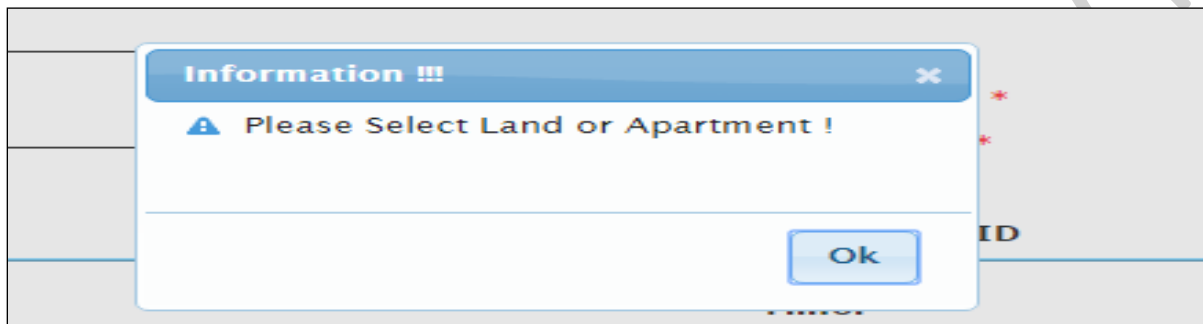


Fig-4

After successfully submitting this form a unique transaction ID will be given and this transaction ID can be used later to retrieve information in case of any incomplete entry or communication failure.

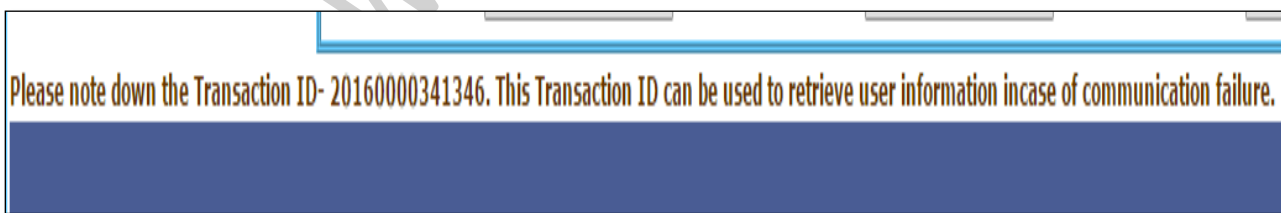


Fig-5

[Fig-6] below shows an Applicant and Transaction section of the Requisition form Entry screen.

**Directorate of Registration & Stamp Revenue**  
Finance Department, Government of West Bengal

**Applicant and Transaction**

(\*) marked items are mandatory

- Applicant & Transaction
- Transferor & Transferee
- Property Details
- Finalise

**Applicant Details :**

|                  |              |                           |
|------------------|--------------|---------------------------|
| Initial          | First Name * | Last Name                 |
| Mr               | Arun         | Das                       |
| Applicant Status |              | Advocate                  |
| Postal Address   |              |                           |
| Kolkata          |              | State *<br>WEST BENGAL    |
|                  |              | District *<br>Kolkata     |
|                  |              | Thana *<br>Amharst Street |
| Telephone No     |              | Pin                       |
| Mobile No *      | 9999999999   | E-mail ID                 |

**Proposed Transaction :**

|         |                  |
|---------|------------------|
| Major * | Minor *          |
| 01 Sale | 01 Sale Document |

**Property to be Transacted: \***       Land / Land with Structure  Apartment / Flat / Shop

**Whether the Land is (Tick the appropriate one)**

|                                                                     |                                                                              |
|---------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Under Khatian No 1                         | <input type="checkbox"/> Tribal to Non Tribal Transfer                       |
| <input type="checkbox"/> A Forest Land                              | <input type="checkbox"/> Under acquisition of State Govt./Central Govt./KMDA |
| <input type="checkbox"/> Notified by any Govt. body for use by them | <input type="checkbox"/> Owned by Ministry of Defence                        |
| <input type="checkbox"/> Thika Land                                 | <input checked="" type="checkbox"/> None                                     |

[Submit](#)

You are entering details of a Current Deed.

Fig-6

### 1.1.2 Transferor & Transferee

In the Transferor & Transferee section user needs to fill up the Transferor & Transferee details. All (\*) marked fields are mandatory in every form in this section and must be entered by the user.

#### 1.1.2.1 Transferor details entry:

User has to enter the following about the Transferor(s):

1. Status : Status of Transferor may be any one of the following:
  - Adult
  - Minor
  - Organization
  - Confirming Party
  - Self & Confirming Party

2. Name of Transferor:



3. Alias Name: The Alias name field is not mandatory. But If the Transferor has an alias name then user can enter the name in the Alias field.
4. Name of Father/Mother/Husband: According to relationship user has to enter Father or Mother or Husband name of Transferor.
5. PAN NO/GIR NO : : Transactions for which Stamp Duty payable is more than Rs. 5 Lakhs User has to enter PAN NO or GIR NO of Transferor. If the Transferor does not have PAN NO or GIR NO then 'Form 16' may be submitted
6. Sex
7. Religion /Cast
8. Occupation
9. Sex
10. Religion/Caste
11. Address
12. Country
13. State
14. District
15. Police Station
16. Road Name
17. Village/City/Town
18. Post Office
19. Pin No
20. Mobile No
21. Deed Execution By : It may be any one of the following:
  - Self
  - Attorney
  - Judge
  - Not Executed
22. Date of Execution : Execution date to be entered
23. To be admitted by : It may be any one of the following:
  - Self
  - Attorney
  - Judge



- Guardian
- Representative
- Not Executed

For the Transaction sale (Sale as major and Sale Document as minor) Transferor details entry page looks like as shown in the figure below:

(\*) marked items are mandatory

|                     |                                                                            |              |                   |                |
|---------------------|----------------------------------------------------------------------------|--------------|-------------------|----------------|
| Status of Seller    |                                                                            |              |                   | Adult          |
| Name of Transferer  | Initial                                                                    | First Name * | Last Name         |                |
|                     | Mr                                                                         | Barun        | Das               |                |
|                     | Mr                                                                         |              |                   |                |
| Alias Name(If Any)  | Mr                                                                         |              |                   |                |
| Name of *           | Father                                                                     | Mr           | Bimal             | Das            |
| PAN / GIR No        | Select                                                                     |              | Occupation *      | Others         |
| Sex *               | Male                                                                       |              | Citizen Of *      | India          |
| Religion / Caste    | Hindu                                                                      |              |                   |                |
| Address *           | A P C Road Kolkata                                                         |              | Country *         | India          |
| Block / Sector      |                                                                            |              | State *           | WEST BENGAL    |
| Flat No             |                                                                            |              | District *        | Kolkata        |
| Premises No         |                                                                            |              | Police Station *  | Amharst Street |
| Road                | Not Available                                                              |              |                   |                |
| Village/City/Town * | <input checked="" type="radio"/> City / Town <input type="radio"/> Village |              | City / Town *     | Select         |
| Post Office *       | Hare Street                                                                |              | PIN Code *        | 700002         |
| Telephone No        |                                                                            |              | Mobile No         |                |
| Deed Execution By * | Self                                                                       |              | Date of Execution |                |
| To be Admitted By * | Self                                                                       |              |                   |                |

Figure

After entering executants details user has to enter the Claimant's details.

**Transferee s details entry:**

User has to enter the following about the Transferee:





1. Status : Status of Transferor may be any one of the following:

- Adult
- Minor
- Organization
- Confirming Party
- Self & Confirming Party

2. Name of Transferee

3. Alias Name

4. Name of Father/Mother/Guardian

5. PAN NO/GIR NO: Transactions for which Stamp Duty payable is more than Rs. 5 Lakhs User has to enter PAN NO or GIR NO of Transferor. If the Transferor does not have PAN NO or GIR NO then 'Form 16' may be submitted.

6. Sex

7. Religion /Cast

8. Occupation

9. Sex

10. Religion/Caste

11. Address

12. Country

13. State

14. District

15. Police Station

16. Road Name

17. Village/City/Town

18. Post Office

19. Pin No

20. Mobile No

21. Deed Execution By : It may be any one of the following:

- Self
- Attorney
- Judge
- Not Executed

22. Date of Execution: Execution date to be entered

23. To be admitted by : It may be any one of the following:

- Self
- Attorney





- Judge
- Guardian
- Representative
- Not Executed

For the Transaction sale (Sale as major and Sale Document as minor) Transferee details entry page looks like as shown in the figure below:

Details of Buyer

- Applicant & Transaction
- Seller & Buyer
  - Seller
    - Mr Barun Das
  - Buyer
    - Mr Krishnendu chakraborty
- Identifiers
- Property Details
  - Land
  - Structure
  - Apartment/Flat
  - Finalise

(\*) marked items are mandatory

|                         |  |                                                                            |              |                   |             |                |  |
|-------------------------|--|----------------------------------------------------------------------------|--------------|-------------------|-------------|----------------|--|
| Status of Buyer         |  |                                                                            |              | Adult             |             |                |  |
| Name of Transferee      |  | Initial                                                                    | First Name * | Last Name         |             |                |  |
|                         |  | Mr                                                                         | Krishnendu   | Chakraborty       |             |                |  |
| Alias Name (If Any)     |  | Mr                                                                         |              |                   |             |                |  |
| Name of *               |  | Father                                                                     | Mr           | Krishnendu        | Chakraborty |                |  |
| PAN / GIR No            |  | Select                                                                     |              | Occupation *      |             | Service        |  |
| Sex *                   |  | Male                                                                       |              | Citizen Of *      |             | India          |  |
| Religion / Caste        |  | Hindu                                                                      |              |                   |             |                |  |
| Address *               |  | National Informatics Centre                                                |              | Country *         |             | India          |  |
| Block / Sector          |  |                                                                            |              | State *           |             | WEST BENGAL    |  |
| Flat No                 |  |                                                                            |              | District *        |             | Kolkata        |  |
| Premises No             |  |                                                                            |              | Police Station *  |             | Amharst Street |  |
| Road                    |  | Not Available                                                              |              |                   |             |                |  |
| Village / City / Town * |  | <input checked="" type="radio"/> City / Town <input type="radio"/> Village |              | City / Town *     |             | KOLKATA        |  |
| Post Office *           |  | National Informatics Centre                                                |              | PIN Code *        |             | 700091         |  |
| Telephone No            |  |                                                                            |              | Mobile No         |             | 9999999999     |  |
| Deed Execution By *     |  | Self                                                                       |              | Date of Execution |             |                |  |
| To be Admitted By *     |  | Self                                                                       |              |                   |             |                |  |
| Save                    |  | Add New                                                                    |              | Delete            |             |                |  |

Please note down the Transaction ID- 20160000341346. This Transaction ID can be used to retrieve user information incase of communication failure.

Figure:

National Informatics Centre, WBSU, Kolkata |

### 1.1.5 Identifier details entry:

After entering Transferor and Transferee details user has to enter Identifier details. Here user has to fill up all details same as the Transferor and Transferee details entry form. As in the previous forms here also all the (\*) marked fields are mandatory. Identifier details entry page looks like as shown in the figure below:

**Directorate of Registration & Stamp Revenue**  
Finance Department, Government of West Bengal

**Identifier Details** (\*) marked items are mandatory

|                     |             |                     |                |
|---------------------|-------------|---------------------|----------------|
| <b>Name</b>         | Initial: Mr | First Name *: Samir | Last Name: Das |
| <b>Alias Name</b>   | Mr          |                     |                |
| <b>Name Of</b>      | Father: Mr  | Samar Kumar         | Das            |
| <b>Sex *</b>        | Male        | <b>Religion *</b>   | Hindu          |
| <b>Occupation *</b> | Advocate    | <b>Citizen of *</b> | India          |

|                                |                      |                         |                |
|--------------------------------|----------------------|-------------------------|----------------|
| <b>Address *</b>               | 2 J S C Road Kolkata | <b>Country *</b>        | India          |
| <b>Block / Sector</b>          |                      | <b>State *</b>          | WEST BENGAL    |
| <b>Flat No</b>                 |                      | <b>District *</b>       | Kolkata        |
| <b>Premises No</b>             |                      | <b>Police Station *</b> | Amharst Street |
| <b>Road</b>                    | Not Available        |                         |                |
| <b>Village / City / Town *</b> | City/Town Village    | <b>City / Town *</b>    | KOLKATA        |
| <b>Post Office *</b>           | Hare Street          | <b>PIN Code *</b>       | 700001         |
| <b>Telephone No</b>            |                      | <b>Mobile No</b>        |                |

[√] Tick to select the person(s)/Organization identified

|                                                           |                                                                       |
|-----------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Mr Barun Das (Seller) | <input checked="" type="checkbox"/> Mr Krishnendu chakraborty (Buyer) |
|-----------------------------------------------------------|-----------------------------------------------------------------------|

**You are entering details of a Current Deed.**

Save Add New Delete

Please note down the Transaction ID- 20160000341346. This Transaction ID can be used to retrieve user information incase of communication failure.

Figure:

**Note:** When user enters an Identifier name, all the Transferor and Transferee name will be displayed. User has to select the Transferor and Transferee who will be identified by the Identifier



### 1.1.6 Property Details

User must input at least one land or apartment details. For the entry of Vacant Land or Land with Structure or Apartment details user has to click on the corresponding links as shown below( those will be displayed in the left side tree of the page:

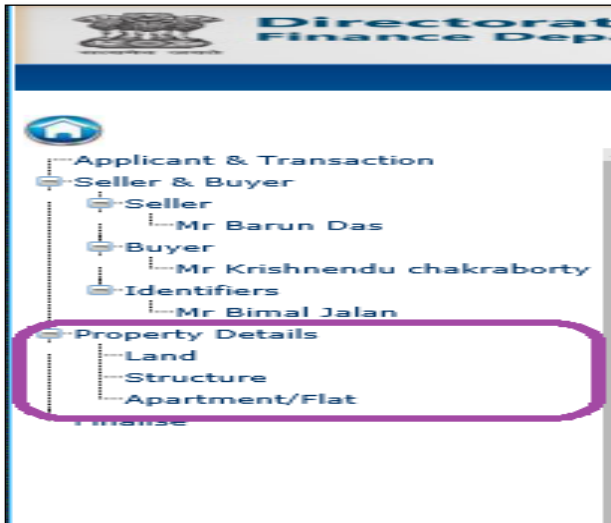


Figure:

#### 1.1.6.1 Land

The user needs to provide the following information regarding the details of the land that is to be Registered:

- District where the land is located
- Name of the registration office having jurisdiction over the land
- Local Body
- Name of the Local Body
- Road zone details of the land being transacted, etc.
- Plot code type
- Plot no/ Bata Plot no
- Khatian no/ Bata Khatian no
- Proposed land use
- Nature of land
- Area of land (The user can provide the area of land in any unit. The system will automatically convert the total into Decimal).
- Adjacent to Metal Road or not
- Is the property on Road or not
- Width of approach road
- Litigated Property or not

- Bargadar (if any)
- Encumbered by Tenant or not
- Whether 1<sup>st</sup> time registration or not
- Whether Bargadar exists or not and consideration value of the plot
- Whether Tenant is a purchaser or not
- Consideration Value, etc.

**Directorate of Registration & Stamp Revenue**  
Finance Department, Government of West Bengal

Details of Land - 1

(\*) marked items are mandatory

- Applicant & Transaction
- Seller & Buyer
- Seller
  - Mr Barun Das
- Buyer
  - Mr Krishnendu chakraborty
- Identifiers
  - Mr Bimal Jalan
- Property Details
  - Land
  - Structure
  - Apartment/Flat
  - Finalise

|                        |                                     |                                     |                                                               |
|------------------------|-------------------------------------|-------------------------------------|---------------------------------------------------------------|
| District *             | South 24-Parganas                   | Thana *                             | Alipore                                                       |
| Local Body             | Kolkata Municipal Corporation       | Mouza                               |                                                               |
| Road                   | Belvedere Road [ALIPORE (A.D.S.R.)] | Road Zone                           | Not Available                                                 |
| Premises No.           |                                     | Ward No.                            |                                                               |
| Para/Mahalla           |                                     | Holding No.                         |                                                               |
| Jurisdiction of        |                                     | Kolkata Municipal Corporation       |                                                               |
| A.D.S.R. ALIPORE       |                                     | KOLKATA MUNICIPAL CORPORATION       |                                                               |
| Plot No                | RS 00000 / 00000                    | RS Khatian No                       | 00000 / 00                                                    |
| Proposed Land Use      | Bastu                               | Nature of Land (as recorded in ROR) |                                                               |
| Area of Land *         | Acre                                | Decimal                             | Bigha                                                         |
|                        |                                     | 3                                   |                                                               |
|                        |                                     |                                     | Katha                                                         |
|                        |                                     |                                     | Chatak                                                        |
|                        |                                     |                                     | Sq. Feet                                                      |
|                        |                                     |                                     | Total Area of Land                                            |
|                        |                                     |                                     | 3 Decimal                                                     |
| Is Property on Road?   | Yes                                 | Approach Road Width                 | 0                                                             |
| Adjacent to Metal Road | No                                  | Litigated Property                  | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Encumbered by Tenant   | No                                  | Tenant is Puchaser ?                | No                                                            |
| Bargadar               | No                                  | Bargadar is Purchaser?              | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Consideration Value *  | 100000                              |                                     |                                                               |

Figure:

After entering these details user has to enter share of Transfer of Land from each Seller to each Buyer. It could be selected as Equally Distributed or it can be shared by area or by percentage. In case of 'by area' or 'by percentage' selection the total share entered must be equal to 100 %.If the percentage of share is less or greater than 100% then land details will not be saved. Transfer of Land from each Seller to each Buyer section looks like as:



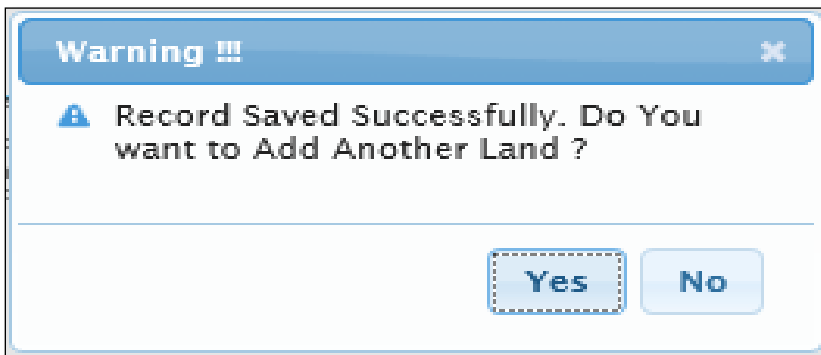
**Transfer of Land from each Seller to each Buyer \***

Equally Distributed 
  By Area 
  By Percentage

| Seller       | Buyer                     | Acre. | Bigha | Katha | Chatak | Decimal | Sq.Feet | Percentage |
|--------------|---------------------------|-------|-------|-------|--------|---------|---------|------------|
| Mr Barun Das | Mr Krishnendu chakraborty |       |       |       |        | 3       |         | 100        |

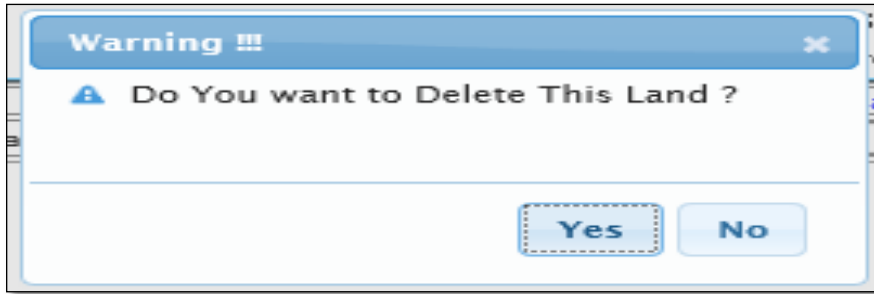
Figure:

After entering the entire details user must save the data. After successfully saved one message box appears as shown below, where the user is asked whether he wants to insert more plots or not.



If the user wants to insert another plot then he needs to select [Yes] option. On selecting [Yes] option, the next land details entry page will appear where user needs to fill up the land details for the next plot. In this way user can enter multiple land.

Using the [Delete] button the user can delete the land details already entered. When user clicks on delete button one message box will appear and user has to select [Yes] button to confirm deleting the selected land.



### 1.1.6.2 Structure

The Structure Entry form is used to record information about structures constructed on a land. At the top of structure entry form user has to select the land against which structure is to be entered. User may select any type of the following structures: (i) Structures (ii) Covered Garage (iii) Open Garage

The user has to provide the following information about the structures:

- Constructed area of the building
- Whether tenant is Purchaser
- Consideration value
- Total no of floors
- Number of shops if any
- Lift facility
- Car-parking area
- Whether 1<sup>st</sup> time registration
- Litigated Property or not
- Floor no
- Structure Type
- Floor Type
- Roof type
- Age of Floor

Also the Transfer of Structure from each seller to each Buyer must be entered by the user.

Structure details entry page looks like as below:

**Directorate of Registration & Stamp Revenue**  
Finance Department, Government of West Bengal

Details of Structure / Building - 1

(\*) marked items are mandatory

[✓] Tick to Select the Land / Lands

Land-1
  Land-2

**Select Structure Type \***

|                                                                  |                                                               |                                                               |
|------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Structure                                                        | Total Area of Floor (In Sq. Ft.) *                            | 600                                                           |
| Covered Garage                                                   | Consideration Value *                                         | 200000                                                        |
| Open Garage                                                      | Whether Tenant is Purchaser?                                  | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Encumbered by Tenant <input type="checkbox"/> No                 | Lift Facility                                                 | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Total No. of Floors * <input type="text" value="1"/>             | Litigated Property                                            | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| No. of shops in building (if any) <input type="text" value="0"/> | Is audit Report ?                                             | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Date of Completion of Structure <input type="text"/>             | Amount of Decorative charges (in Rupees) <input type="text"/> |                                                               |

| Floor No | Structure Type | Floor Type | Roof Type | Extent of Completion | Whether Tenanted | Floor Area (In Sq. Ft.) | Age of floor (in year) |
|----------|----------------|------------|-----------|----------------------|------------------|-------------------------|------------------------|
| 1        | Residential    | Marble     | Pucca     | Complete             | No               | 600                     | 1                      |

**Transfer of Structure from each Seller to each Buyer**

Equally Distributed
  By Area
  By Percentage

| Seller       | Seller Khatian No    | Seller Bata Khatian No | Buyer                     | Buyer Khatian No     | Buyer Bata Khatian No | Sq. Feet | Percentage |
|--------------|----------------------|------------------------|---------------------------|----------------------|-----------------------|----------|------------|
| Mr Barun Das | <input type="text"/> | <input type="text"/>   | Mr Krishnendu chakraborty | <input type="text"/> | <input type="text"/>  | 600      | 100        |

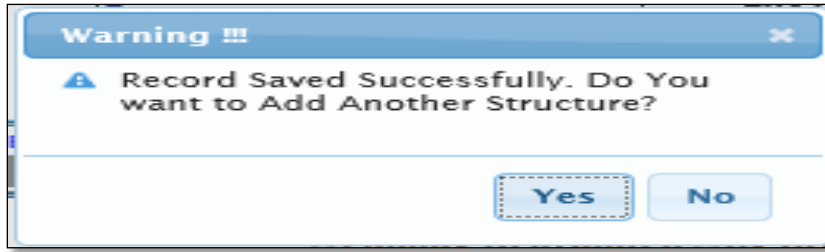
You are entering details of a Current Deed.

Please note down the Transaction ID- 20160000341346. This Transaction ID can be used to retrieve user information incase of communication failure.

After entering all details user must have to save the data. After successfully saved one message box appears as shown below, where the user is asked whether he wants to insert more Structures or not.







If the user wants to insert another structure then he needs to select [Yes] option. On selecting [Yes] option, the user will see the next structure details entry page where he needs to fill up the structure details for the

### 1.1.6.3 Apartment

The <Apartment link> on the left side tree of the screen is used to enter details about [Apartments] or [Flats] for which the applicant wants to generate the market value.

Following types of Apartments may be selected: i) Flat / apartment ii) Mezzanine floor iii) Covered garage iv) Open garage v) Servant quarter vi) Asbestos / tin shed structures vii) Roof right (with construction right) viii) Roof right (without construction right)

In this form the user has to provide following information of the apartment as shown in [Figure 7.10]:

- Flat/Apartments Types
- Location of the apartment(includes details of the apartment as on the **First Panel** of the Land tab)
- Covered area of flat
- Super build up area of flat (it should be 20% or more than that of the covered area)
- Use of flat
- Floor type
- Encumbered by tenant or not
- Flat located in which floor
- Age of Flat
- Is property on road
- Flat no.
- 1<sup>st</sup> time registration or not
- Consideration value



**Directorate of Registration & Stamp Revenue**  
 Finance Department, Government of West Bengal

Apartment Details

(\*) marked items are mandatory

- Applicant & Transaction
- Seller & Buyer
  - Seller
    - Mr Barun Das
  - Buyer
    - Mr Krishnendu chakraborty
- Identifiers
  - Mr Bimal Jalan
- Property Details
  - Land
    - Land-1
    - Land-2
  - Structure
    - Structure-1
  - Apartment/Flat
  - Finalise

**District \*** South 24-Parganas

**Localbody \*** Kolkata Municipal Corporation

**Road \*** Gobinda Bose Lane [ALIPORE (A.D.S.R.)]

**Ward No** 1

**Holding No** 12

**Jurisdiction \*** A.D.S.R. ALIPORE

**ProjectName \*** Not Available

**Thana \*** Alipore

**Mouza**

**Premises No** 4

**Para /Mahalla**

**Kolkata Municipal Corporation \*** KOLKATA MUNICIPAL CORPORATION

Select Apartment Type \*

|                 |                       |
|-----------------|-----------------------|
| Flat /Apartment | Covered Area          |
| Mezzanine Floor | 600                   |
| Covered Garage  | Super Built-up Area * |
| Open Garage     | 720                   |

|                                                                                         |                                         |
|-----------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Use of Flat *</b> Residential                                                        | <b>Floor Type *</b> Marble              |
| <b>Flat located in which floor *</b> 1 0-Gr Floor,1-1st Floor..                         | <b>Flat No.</b> 1A                      |
| <b>Age of the Flat (in year) *</b> 1                                                    | <b>Encumbered By Tenant ?</b> No        |
| <b>Is property on Road</b> No                                                           | <b>Width of Approach Road *</b> 20 feet |
| <b>Litigated Property</b> <input type="radio"/> Yes <input checked="" type="radio"/> No | <b>Consideration Value *</b> 200000     |

|                                                     |                                     |
|-----------------------------------------------------|-------------------------------------|
| <b>Is audit report produced</b> No                  | <b>Date of completion of Flat</b>   |
| <b>Decorative Charges *</b>                         | <b>Date of new /First Allotment</b> |
| <b>Date of Procurement of Electrical connection</b> |                                     |

**Other Amenities**

Lift Facility  
 Roof Garden  
 Swimming Pool  
 Club-Facility  
 Gymnasium  
 Shopping Complex

|           |         |              |        |             |               |
|-----------|---------|--------------|--------|-------------|---------------|
| Plot Type | Plot No | Bata Plot No | Kh. No | Bata Kh. No | Zone          |
| RS        |         |              |        |             | Not Available |

Add Another

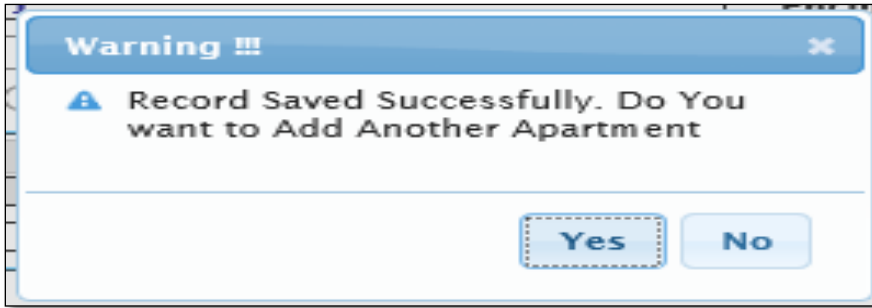
Transfer of Apartment from each Seller to each Buyer

Equally Distributed  
 By Area  
 By Percentage

| Seller       | Seller Khatian No. | Buyer                     | Buyer Khatian No. | Sq. Feet | Percentage |
|--------------|--------------------|---------------------------|-------------------|----------|------------|
| Mr Barun Das |                    | Mr Krishnendu chakraborty |                   | 720      | 100        |

You are entering details of a Current Deed.

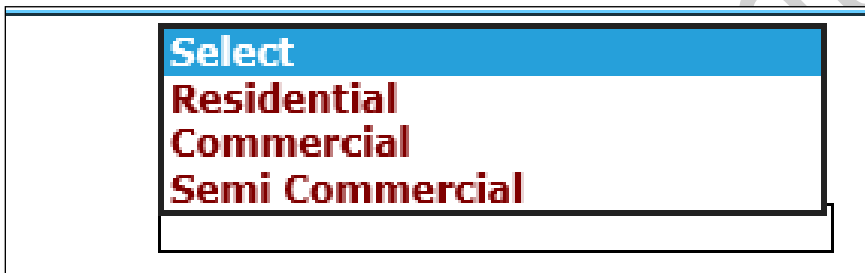
After entering all details user have to save the data. After successfully saved one message box appears as shown below, where the user is asked whether he wants to insert another Apartments or not.



If the user wants to add other Flat details then he will have to click on the [Yes] button. On selecting [Yes] option, the user will see the next Apartment details entry page where he needs to fill up the Apartment details for the next Apartment. In this way user can enter multiple Apartments.

### Commercial /Semi Commercial complex

If the property being transacted is a Commercial Complex or Semi Commercial Complex then changing the use of Flats / Apartments whichever is applicable has to be selected from the options as shown in the figure below:



### 1.1.7 Incomplete Requisition Form Entry

User can complete in-complete Requisition Form already entered. After clicking on the link “e-Requisition Form entry” user has to select the “Fill up Incomplete e-Requisition From” option from the message box displayed as shown in the figure below.

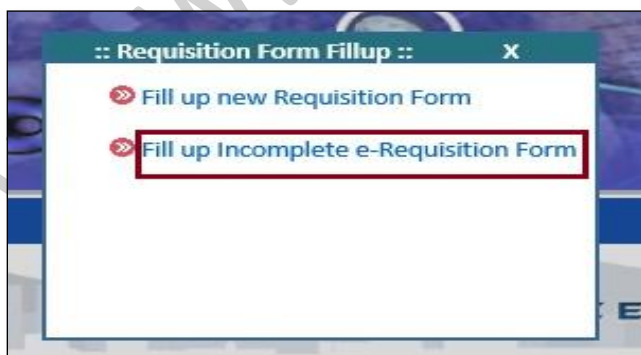


Fig-24



Then the following page will appear where user has to put Transaction Id and Mobile No or Applicant Details. Then Click on the [Search] Button and after that the incomplete query details will be displayed as shown in the following figure:

Directorate of Registration & Stamp Revenue  
Finance Department, Government of West Bengal

List of Incomplete e-Requisition Forms

Date must be in "DD-MM-YYYY" format

Search By a Transaction ID :

Transaction ID : \*

Mobile No : \*

Search By Applicant Details :

Applicant Name : \*

Mobile No : \*

From Date :  To Date :

| Sl No. | Transaction Id | Transaction Date | Applicant Name | Mobile     |                                         |
|--------|----------------|------------------|----------------|------------|-----------------------------------------|
| 1      | 20160000861199 | 07 Jun 2016      | Mr Arun Das    | 9999999999 | <input type="button" value="Complete"/> |

Fig-25

Then user has to click on the [Complete] button. One message box will appear asking whether user wants to Complete the Requisition Form or Not.

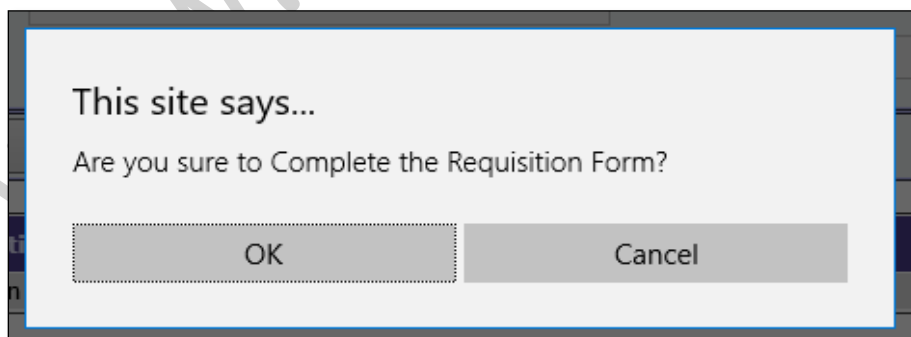


Fig-26



User has to click on the [OK] button. After that the requisition form entry page will appear and user will complete the requisition form as usual

### 1.1.8 Finalize:

#### 1.1.8.1 Additional Transaction

User can enter other additional transaction details relating to the following Transactions i) Mortgage ii) Power of Attorney iii) Partnership iv) Other than Immovable Property if exists using Finalize option.

Example: User can enter a Declaration as

**Finalize → Additional Transaction → Major → Other than Immovable Property  
→ Minor → Declaration**

**Directorate of Registration & Stamp Revenue**  
Finance Department, Government of West Bengal

**Finalize**

Select  
Mortgage  
Power of Attorney  
Partnership  
Other than Immovable Property  
Select

Major 43  
Minor Select

Save

Expected Date of the Presentation of the deed  
Amount of Stamp Duty to be Paid by Non Judicial Stamp

Select the Registration Office where deed will be Registered : \*

To View the information Entered Click Here [Preview e-Assessment Slip](#)  
To Change/Modify any item Select from the left side tree view & click on that  
To View and Print Assessment Slip Click here [Generate Query No](#)  
**No Changes can be made after generate Query No !!!**

You are entering details of a Current Deed.

Fig:

User has to enter the number of Declaration and 'Save' the data. For example if user enter two declaration it will be displayed as:

**Finalise**

(\*) marked items are mandatory

**Additional Transaction**

|       |    |                                                                    |
|-------|----|--------------------------------------------------------------------|
| Major | 43 | Other than Immovable Property <span style="float: right;">v</span> |
| Minor | 05 | Declaration <span style="float: right;">v</span>                   |

No of Declaration 2

Data Inserted Successfully.

| Transaction        | Description           | Delete                   | Edit                             |
|--------------------|-----------------------|--------------------------|----------------------------------|
| [4305] Declaration | No of Declaration : 2 | <input type="checkbox"/> | <input type="button" value="O"/> |

### 1.8.1.2 Entry of Stamp Duty Amount to be paid by Non Judicial Stamp for e-Payment Case

At the time of e-Payment if user wants to pay some amount in non Judicial Stamp Paper and rest of the amount through e-Payment, then the amount to be paid by Non Judicial Stamp is to be entered in this page and this amount will be deducted from the total stamp duty payable amount.



### Finalise

(\*) marked items are mandatory

#### Additional Transaction

|       |    |                                                                    |
|-------|----|--------------------------------------------------------------------|
| Major | 43 | Other than Immovable Property <span style="float: right;">v</span> |
| Minor | 05 | Declaration <span style="float: right;">v</span>                   |

No of Declaration 2

Data Inserted Successfully.

| Transaction        | Description           | Delete                   | Edit                     |
|--------------------|-----------------------|--------------------------|--------------------------|
| [4305] Declaration | No of Declaration : 2 | <input type="checkbox"/> | <input type="checkbox"/> |

Expected Date of the Presentation of the deed

Amount of Stamp Duty to be Paid by Non Judicial Stamp 1000 x

Select the Registration Office where deed will be Registered : \*

D.S.R. - I SOUTH 24-PARGANAS, District- South 24-Parganas

A.D.S.R. ALIPORE, District- South 24-Parganas

A.R.A. - I KOLKATA, District- Kolkata

To View the information Entered Click Here Preview e-Assessment Slip

To Change/Modify any item Select from the left side tree view & click on that

To View and Print Assessment Slip Click here Generate Query No

No Changes can be made after generate Query No !!!

### 1.1.9. Generation of Assessment Slip

After complete entry of requisition form user has to click on the Finalize link from right side tree. The following page will appear and user has to select the office where he wants to register the deed. After selecting the office name user has to click on the [Generate Query No] button for generation of assessment slip as shown in the figure below:





Expected Date of the Presentation of the deed

Amount of Stamp Duty to be Paid by Non Judicial Stamp

Select the Registration Office where deed will be Registered : \*

D.S.R. - I SOUTH 24-PARGANAS, District- South 24-Parganas

A.D.S.R. ALIPORE, District- South 24-Parganas

A.R.A. - I KOLKATA, District- Kolkata

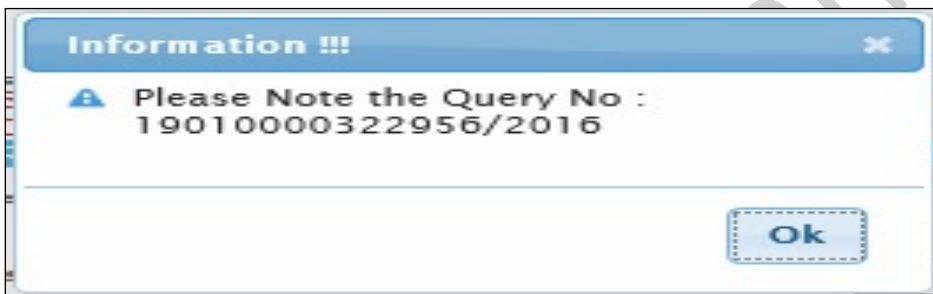
To View the information Entered Click Here

To Change/Modify any item Select from the left side tree view & click on that

To View and Print Assessment Slip Click here

To Changes can be made after generate Query No !!!

A unique number called query number will be generated and it will be displayed on the screen as shown in the figure below allotted to each assessment and user has to print the assessment slip.



The registration system is integrated with the Land Records System. Whenever any plot number is entered into the system for generation of market value, it provides information on the same title as available in the Land Records System.

The rate of Stamp Duty and Registration Fee depends on the type of document and varies accordingly.

[A Sample e-Assessment Slip shown in the figure below:](#)





**Government of West Bengal**  
**Directorate of Registration & Stamp Revenue**  
**e-Assessment Slip**

|                                                       |                                                                  |                            |                       |
|-------------------------------------------------------|------------------------------------------------------------------|----------------------------|-----------------------|
| Query No / Year                                       | 19010000322956/2016                                              | Query Date                 | 04/03/2016 1:02:54 PM |
| Office where deed will be registered                  | A.R.A. - I KOLKATA, District: Kolkata                            |                            |                       |
| Applicant Name                                        | Arun Das                                                         |                            |                       |
| Address                                               | Kolkata, Thana : Amharst Street, District : Kolkata, WEST BENGAL |                            |                       |
| Applicant Status                                      | Advocate                                                         |                            |                       |
| Other Details                                         | Mobile No. : 9999999999                                          |                            |                       |
| Transaction                                           | [0101] Sale, Sale Document                                       |                            |                       |
| Additional Transaction Details                        | [4305] Declaration [No of Declaration : 2]                       |                            |                       |
| Set Forth value                                       |                                                                  | Total Market Value:        |                       |
| Stampduty Payable                                     |                                                                  | Stampduty Article:-        |                       |
| Registration Fee Payable                              |                                                                  | Registration Fee Article:- |                       |
| Expected date of the Presentation of Deed             |                                                                  |                            |                       |
| Amount of Stamp Duty to be Paid by Non Judicial Stamp |                                                                  |                            | Rs. 1,000/-           |
| Mutation Fee Payable                                  | DLRS server does not return any Information                      |                            |                       |
| Remarks                                               |                                                                  |                            |                       |



| Land Details      |                                                                                                                                                                            |                                    |                        |                          |                                                                                                                |                                                   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Sch No.           | Property Location                                                                                                                                                          | Plot No & Khatian No/<br>Road Zone | Area of Land           | Setforth Value(In Rs.)   | Market Value(In Rs.)                                                                                           | Other Details                                     |
| L1                | District: South 24-Parganas,<br>Thana: Alipore, Corporation:<br>KOLKATA MUNICIPAL<br>CORPORATION, Road: Belvedere<br>Road,                                                 |                                    | 3 Dec                  | 1,00,000/-               |                                                                                                                | Proposed<br>Use: Bastu,<br>Property is on<br>Road |
| L2                | District: South 24-Parganas,<br>Thana: Alipore, Corporation:<br>KOLKATA MUNICIPAL<br>CORPORATION, Road: Belvedere<br>Road, , Premises No. 12, Ward<br>No: 7, Holding No:12 |                                    | 2 Dec                  | 2,00,000/-               |                                                                                                                | Proposed<br>Use: Bastu,<br>Property is on<br>Road |
| Total<br>:        |                                                                                                                                                                            |                                    | 5 Dec                  | 3,00,000/-               |                                                                                                                |                                                   |
| Structure Details |                                                                                                                                                                            |                                    |                        |                          |                                                                                                                |                                                   |
| Sch No.           | Structure Location                                                                                                                                                         | Area of Structure                  | Setforth Value(In Rs.) | Market Value(In Rs.)     | Other Details                                                                                                  |                                                   |
|                   | Floor No: 1                                                                                                                                                                | 600 Sq Ft.                         |                        |                          | Residential Use, Marble Floor, Age of<br>Structure: 1Year, Roof Type: Pucca, Extent<br>of Completion: Complete |                                                   |
| S1                | On Land L1                                                                                                                                                                 | 600 Sq Ft.                         | 2,00,000/-             |                          | Structure Type: Structure                                                                                      |                                                   |
| Apartment Details |                                                                                                                                                                            |                                    |                        |                          |                                                                                                                |                                                   |
| Sch No.           | Location of Apartment                                                                                                                                                      | Plot No/Zone                       | Floor Area(In Sq.Ft.)  | Set Forth Value (In Rs.) | Market value (In Rs.)                                                                                          | Other Details                                     |

| Structure Details |                                                                                                                                                                                          |                   |                                             |                          |                                                                                                          |                                                                                                                                                                                       |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sch No.           | Structure Location                                                                                                                                                                       | Area of Structure | Setforth Value(In Rs.)                      | Market Value(In Rs.)     | Other Details                                                                                            |                                                                                                                                                                                       |
|                   | Floor No: 1                                                                                                                                                                              | 600 Sq Ft.        |                                             |                          | Residential Use, Marble Floor, Age of Structure: 1Year, Roof Type: Pucca, Extent of Completion: Complete |                                                                                                                                                                                       |
| S1                | On Land L1                                                                                                                                                                               | 600 Sq Ft.        | 2,00,000/-                                  |                          | Structure Type: Structure                                                                                |                                                                                                                                                                                       |
| Apartment Details |                                                                                                                                                                                          |                   |                                             |                          |                                                                                                          |                                                                                                                                                                                       |
| Sch No.           | Location of Apartment                                                                                                                                                                    | Plot No/Zone      | Floor Area(In Sq.Ft.)                       | Set Forth Value (In Rs.) | Market value (In Rs.)                                                                                    | Other Details                                                                                                                                                                         |
| A1                | District: South 24-Parganas, Thana: Alipore, Corporation: KOLKATA MUNICIPAL CORPORATION, Road: Gobinda Bose Lane, , Premises No: 4, Ward No: 1, Holding No: 12, Flat No: 1A, Floor No: 1 |                   | Covered area: 600, Super built-up area: 720 | 2,00,000/-               | 0/-                                                                                                      | Apartment Type: Flat/Apartment, Residential Use, Floor Type: Marble, Age of Flat: 1 Year, Approach Road Width: 20 Ft., Other Amenities: Lift Facility, Garden on Roof, Swimming Pool, |

WWW.



| Seller Details                                                                                                                                                     |                                                                                                                                                                                                                               |                                                                         |                                                |                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------|
| SI No.                                                                                                                                                             | Name & Address                                                                                                                                                                                                                | Status                                                                  | Execution And Admission Details                | Other Details                                                             |
| 1                                                                                                                                                                  | Mr Barun Das<br>Son of Mr Badal Das<br>2 Apc Road Kolkata, Post Office: Hare Street,<br>Amharst Street, Kolkata, District:-Kolkata,<br>West Bengal, India, PIN - 700001                                                       | Individual                                                              | Executed by: Self, To<br>be Admitted by: Self, | Sex: Male, By Caste:<br>Hindu, Occupation:<br>Service, Citizen of: India, |
| Buyer Details                                                                                                                                                      |                                                                                                                                                                                                                               |                                                                         |                                                |                                                                           |
| SI No.                                                                                                                                                             | Name & Address                                                                                                                                                                                                                | Status                                                                  | Execution And Admission Details                | Other Details                                                             |
| 1                                                                                                                                                                  | Mr Krishnendu chakraborty<br>Son of Mr Krishnendu Chakraborty<br>National Informatics Centre, Post Office:<br>National Informatics Centre, Amharst Street,<br>Kolkata, District:-Kolkata, West Bengal, India,<br>PIN - 700091 | Individual                                                              | Executed by: Self, To<br>be Admitted by: Self, | Sex: Male, By Caste:<br>Hindu, Occupation:<br>Service, Citizen of: India, |
| Identifier Details                                                                                                                                                 |                                                                                                                                                                                                                               |                                                                         |                                                |                                                                           |
| Identifier Name & Address                                                                                                                                          |                                                                                                                                                                                                                               | Other Details                                                           |                                                | Identifier of                                                             |
| Mr Bimal Jalan<br>Son of Mr Bikask Das<br>2 Apc Road, Post Office: Hare Street, Amharst<br>Street, Kolkata, District:-Kolkata, West Bengal,<br>India, PIN - 700001 |                                                                                                                                                                                                                               | Sex: Male, By Caste: Hindu, Occupation:<br>Advocate, Citizen of: India, |                                                | Mr Barun Das, Mr<br>Krishnendu chakraborty                                |

WWW.WB



**For Information only**

**Note:**

1. If the given informations are found to be given incorrect, then the assessment made stands invalid.
2. Query is valid for 30 days for e-Payment. Assessed market value & Query is valid for 44 days i.e. upto 17/04/2016
3. Standard User charge of Rs. 175/-(Rupees one hundred seventy five) only includes all taxes per transaction upto 15 (fifteen) pages and Rs 6/- (Rupees six) only for each additional page will be applicable.
4. Online Payment of Stamp Duty and Registration Fees can be made if Stamp Duty Payable is more than Rs. 5000/-.
5. Web-based e-Assessment report will be provisional one and subject to final verification by Registering Officer.
6. Quoting of PAN no. of Seller and Buyer of a property is a must where the transaction involves a property valued at Rs. 5 lac or more (IT Rules).  
If the party concerned do not have a PAN number, he/she will make a declaration in form no. 60 giving therein the particulars of such transaction.
7. Rs 50/- (Rupees fifty only) will be charged from the Applicant for issuing of this e-Assessment Slip (Urban Area).
8. If SD and Fees are not paid through GRIPS then mutation fee should be paid the concerned BLLRO office for Mutation.

Query No:-19010000322956/2016, 16/03/2016 05:37:03 PM KOLKATA (A.R.A. - I) Form [www.wbregistration.gov.in](http://www.wbregistration.gov.in)

Fig-27