

Directorate of Registration and Stamp Revenue

Finance (Revenue) Department, Government of West Bengal

Steps to be followed for e-Registration of Deed



https://wbregistration.gov.in/



Filling of Requisition Form and Preparation and submission of e-Deed

Filling of Requisition Form and Preparation and submission of e-Deed

After filling the requisition form, applicant can prepare a draft e-Deed from the portal containing various modules. This prepared draft e-Deed should be submitted for approval.

(Timeline: As per applicant)

Approval of Draft e-Deed



Approval of Draft e-Deed

The applicant will receive an SMS when the draft e-Deed is approved by the registration authority. If the document needs any correction, the R.O may resend it to the applicant and get it resubmitted for further approval.

(Timeline: RO approval generally within 1 working day)

Execution of e-Deed and tendering

Electronic execution of the deed (e-Sign)

using Aadhaar for applicant who have

Aadhaar number linked with phone. Applicants who do not have Aadhaar number can sign on execution sheet prepared by the system and this execution sheet is to be presented to the

RO at the time of registration after duly

After execution, applicant submits the e-

Deed for presentation. Once submitted

the applicant will be provided with an

acknowledgement certificate as a token of

successful submission of e-Deed

(Timeline: As per applicant)

signed by such persons.

of Deed

e-Payment of Stamp duty and Fees

Once the draft e-Deed is approved, the applicant has to make the e-Payment of Stamp Duty and Registration Fees through GRIPS portal using the link "e-Payment of Stamp Duty and Regn. Fees".

(Timeline: As per applicant)

e-Payment of Stamp duty and Fees



Execution of e-Deed and



tendering of Deed

Uploading of TI Sheet

After final submission of e-Deed TI Sheet which contains affixed self attested photograph, and ten fingerprints of executants should be uploaded prior to presentation of Deed. This can also be done earlier during the final submission of e-deed

(Timeline: As per applicant)



Uploading of Filled Up TI Sheet

Presentation of e-Deed & admission of Execution



thereof



Registration and Delivery of Deed





Registration and Delivery of Deed

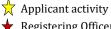
Printed copy of Registered e-deed will be delivered to the party/applicant at the office.

(Timeline: Same day date as of Presentation of Deed)

Presentation of e-Deed & admission of Execution thereof

Party shall come to the office for presentation completion of deed. Registering officer shall accept the deed and proceed for Registration in Photograph system. and Biometric capture of parties done, and Registration completed in system

(Timeline: Within 4 months of date of execution. Completion of Deed takes 1 working day)



Registering Officer activity