Chhattisgarh User Manual

Version 1.0

Department of Vanijyik Kar (Registration), Chhattisgarh

Home Page

• Open the application URL (https://ngdrs.cg.gov.in/NGDRS_CG/) to access the login page.



Citizen Registration

- Click on 'Register' to create new Citizen User account.
- Enter all details present on registration form.
- Enter Builder details, contact person address details, contact person ID details, Username and password details and hint question and answer details.
- Click on Submit button.

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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.

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- Click on Document menu.
- Then Click on Document Entry sub menu.



Document Entry

New Document Entry

• Click on New Document Entry button to start a new Document entry.

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(A) General Info

- Enter Total No. of Pages of the document to be registered.
- Select Article from dropdown box.
- Select Document Title from dropdown box.
- Select District from dropdown box.
- Select Tehsil from dropdown box.
- Select Office Name from dropdown box.
- Click on Save Button to save the General Info.

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(B) Property Details

- Select District, then select Area Type, select Tehsil, select local governing body, select city area/ Zone, select Area of the Land/ Location and select Level 1 List.
- Select Property Usage Category according to rates given in View Rate Button. It is shown in below screenshot
- Enter inputs according to the usage categories.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add property attribute. To check Khasra Number details, click on Check Khasra Details button.
- Click on save button to save the **Property Details**.
- To view LR data click on Get LR Data button.
- 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.

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<u>Naksha</u>:-



Form B1:-



Form P2:-



(C) Party

1. Party 1

- Select Party Type and party category.
- Select Is Photo and biometric capture required? Yes Or No, Presentee Required for Photo and Thumb Yes Or No, Select Salutation, Enter Party Full Name, Father Full Name as they are mandatory fields.
- Enter Date of birth, AGE, Select Identification Gender, Occupation, Caste, and Category.
- Enter Mobile no, Select ID Proof and enter ID details accordingly, 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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	Father/Spouse Full Name :- *	SHAAJI ARGUNDE					
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2. Party 2

- Select Party Type and party category.
- Select Is Photo and biometric capture required? Yes Or No, Presentee Required for Photo and Thumb Yes Or No, Select Salutation, Enter Party Full Name, Father Full Name as they are mandatory fields.
- Enter Date of birth, AGE, Select Identification Gender, Occupation, Caste, Category.
- Enter Mobile no, Select ID Proof and enter ID details accordingly, Enter Address.
- Click on Save to save **Purchaser 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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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.

Party D	etails			
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-	Party Nome	Party Type:	Attion	Upload Form 68/63
1	HAYURI S ARGUNDE, S/O: SHIVAJI ARGUNDE, Age: 28, Occupation: Business, R/O: ,FLAT NO 132, V HEIGHTS, DHAMATARI	SELLER	FORMED /FORME1	
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(D) Witness

- Select Salutation; Enter Witness Full Name, Father/ Spouse Full Name.
- Enter Age, select Gender, and Enter Mobile No.
- Select Identification Type ID and enter its details.
- Enter Full Address
- Click on save to Save Witness.
- Enter 2 witnesses to complete the step.

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(E) 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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(F) Payment

- Select Payment mode. According to payment mode enter payment details.
- Click on Save to proceed.

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(I) Data Submission

• Click on Submit button to submit the document.

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(J) Appointment

- Select Date.
- Select Shift and select Slot.
- Click on Save button to Save Appointment Details

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Organization Login Page (For Operator Role)

- Click on Organization Login.
- Enter operator login username, Enter password.
- Enter CAPTCHA code.
- Click on Login.

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• Click on Registration Submenu from Document Registration Menu.



Newly Submitted Tokens

- Click on Appointment Date and select the Date.
- Click on Check In button to check in Document.

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Document Information

- SRO can check the document information.
- Click on Accept button to do registration of the document.
- If document has any missing information then SRO can Revert the document by clicking on Revert button.
- Click on Print button to print the document.

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Check In Document

- Click on Appointment Date and select the Date.
- Click on Select button to Check in Document.

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(A) Step 1

1. Document Checklist

• Click on Checkboxes and click on submit Checklist Button to complete the step.

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	T.	Whether the documents mentioned land has been verified with Dhoyan software and the details of the land owner is the same as mentioned in the Pre Segistration Docket.										
	8	State whether PAN card or Aarthaar card of the party is being verified online.										
	3	🖬 whether any recovery case is pending on the land in question if any.										
	10 2 Whether transfer of land under guestion has been prohibited by any competent authority											
	11	Check execution date. Whether the document execution date is valid.										
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2. Presentation

- Click on Edit button to edit the document.
- Click on Report button to view Summary Report. Click on Uploaded Files button to view uploaded files.
- Click on Upload button to upload any remaining document. And click on Get LR Data button to view LR data.
- Click on STEP 1 button complete the STEP 1.

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(B) Step 2

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• Click on New Payment Entry to do Payment entry (Enter Details accordingly and click on save).

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After completing payment procedure, click on STEP 2 button to complete Payment Verification step.

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(C) Step 3

- Click on Upload signature to do signature.
- Click on Photo Capture button to capture photo.
- Click on Fingerprint Capture button to capture thumb impression.
- Complete above procedure for both the parties.
- If any device is not working then, click on Options button and select non working devices checkboxes and submit.
- Before completing the Step 3 you can reset the party entries by clicking on Reset button.
- You can lock the party details by clicking on Lock button.
- Click on STEP 3 button to complete Party Admission.
- Click on Add Power Of Attorney button to add new Power of Attorney.

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(D) Step 4

- Click on Upload signature to do signature of witnesses.
- Click on Photo Capture button to capture photo.
- Click on Fingerprint Capture button to capture thumb impression.
- Complete above procedure for both the witnesses.
- If any device is not working then, click on Options button and select non working devices checkboxes and submit.
- Before completing the Step 4 you can reset the party entries by clicking on Reset button.
- You can lock the witness details by clicking on Lock button.
- Click on STEP 4 button to complete Witness Admission.

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Organization Login Page (For SRO Role)

- Now SRO role comes in picture for final registration of the document.
- Login by SRO username and password.
- Enter CAPTCHA and click on login.
- Click on Registration Submenu from Document Registration Menu.

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Check In Document

- Click on Appointment Date and select the Date.
- Click on Select button to Check in Document.

(F) Step 5

- 1. <u>Amount Paid Party 1 To Party 2</u>
- Enter Amount paid before registration, Amount Paid In Presence of SRO, Amount will be paid after registration.
- Click on Submit button.

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2. Final Step

- Click on Uploaded Files button to view Uploaded Files. Click on View Fee Details to view fee details.
- Click on View Valuation to view property valuation report. Click on Revert Back to Revert Back the document.
- Click on Revert Document to Revert Back the document. Click on Summary 2 Partial View button to view Partial View of Summary 2.
- Click on Accept button to accept the document by SRO.

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- Click on View Summary 1 button to view Summary 1 report.
- Click on Summary 2 Full View button to view Full View of Summary 2.
- Click on Index Report button to view Index report.
- Click on Document Download button to download Final Document.

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Organization Login Page (For Scanner Operator Role)

- Login by Scanner Operator username and password.
- Enter CAPTCHA and click on login.
- Click on Registration Submenu from Document Registration Menu.



Check In Document

- Click on Appointment Date and select the Date.
- Click on Select button to Check in Document.

Document Scanning: - <u>1. Generate Reports</u>

• Download the report list as per requirement, complete the scanning procedure.

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Document Scanning: - <u>2. Document Upload</u>

- Click on choose file button to upload scan document.
- Click on Submit button to Upload Scanned document.
- After submission you can Download Uploaded document by clicking on Download button.

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