

FMS Template: Land Registry

FMS ID: FMS1759911231958 General

Created by: Deepak Kumar

Created: 10/8/2025

Category: General

Total Steps: 8

Duration: 29 days 0 hours

Status: Active

Workflow Steps

1 Gather Details

WHO: Lalita Devi
HOW: Collect Account Statement, Total Cost of Registry, Registry Stamp duty, Court Fees
WHEN: 0 hours
TYPE: Fixed

2 CMD Approval

WHO: Ashok Malhotra
HOW: na
WHEN: 7 days
TYPE: Fixed

3 Registry Draft

WHO: Lalita Devi
HOW: Attach Documents (Registry Draft, Seller Aadhar, Seller PAN, Buyer Aadhar/PAN, MOA (if applicable), Latest FARAD Jamabandi, Girdawari, 2 Witness Aadhar, All Papers Colored Copies Scanned & Upload on Registry Website
WHEN: 2 days
TYPE: Fixed

4 Apply for Token Approval from Govt. (Online)

WHO: Pardeep Kaushal
HOW: na
WHEN: 1 days
TYPE: Fixed

5 Govt Approval

WHO: Pardeep Kaushal
HOW: NA
WHEN: 15 days
TYPE: Fixed

6 Final Registry Approval for Appointment in Tehsil Office

WHO: Lalita Devi
HOW: Purchase Stamp Duty, Court Fees & Final Print of Registry, Attach All Related Documents
WHEN: 3 days
TYPE: Fixed

7 Submit Mutation/Intkall

WHO: Lalita Devi
HOW: Submit Photocopy of Registry to Land Record Keeper/Patwarkhana & Accounts Department
WHEN: 0 days
TYPE: Fixed

8 Entry in Books of Accounts

WHO: Gurjeevan Singh
HOW: na
WHEN: 1 days
TYPE: Fixed