



User Manual

Document Entry (NGDRS)

For

*Department of Land Resources
Government of India – Ministry of Rural Development*

Application Designed and Developed by
SDU Pune NIC
Department of Information Technology

User Manual: Document Entry



- Open NGDRS site
- NGDRS site **home page** screen as follow

A screenshot of the NGDRS home page. The top navigation bar includes links for "Skip to Main Content", "Select Language", and font size adjustment. The main content area features a banner with the text "National Generic Document Registration System", "Department of Land Resources", and "Government of India - Ministry of Rural Development". Below the banner are four boxes showing statistics: "Registered Employees" (10), "Registered Citizens" (10), "Property Valuations" (10), and "Registered Properties" (10). To the left, a sidebar menu shows "Home", "Citizen Registration" (highlighted with a red arrow labeled "1"), and "Appointment". The central area contains sections for "Citizen Login" (with an icon of diverse people), "Search" (with an icon of a magnifying glass over a house), and "Organization Login" (with an icon of a stamp). A "Property Registration Act" section lists "Act:1", "Act:2", and "Act:3". At the bottom, there are "External Links" (Ministry of Rural Development, Unique Ident., Auth. of India, Digital India, India.gov.in, Swachh Bharat, My Clean India), "Legal Information" (Disclaimer, Terms & Conditions, Policies, Accessibility Statement, Link 5), "Site Links" (About The NGDRS, Contact Us, Feedback, Help, Site map), and "Other Links" (NGDRS Client, Accessibility Statement, Visitor Summary, Services, Connect With Us). The footer notes that the site is designed and developed by the National Informatics Center and maintained by the Department of Land Resources, Ministry of Rural Development, Govt. of India. It also features the Digital India logo.

1. Click on Citizen Registration menu link

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➤ Citizen Registration screen as follow

NGDRS

Skip to Main Content | Select Language | A+ A A-

Contact Person: First Name | Middle Name | Last Name

Contact Person Address:

Building Name / No. / Floor: [Input Field] Street / Locality: [Input Field]
City: [Input Field] Pin Code: [Input Field]
State: [Select State] Division: [Select Division]
District: [Select District] Taluka: [Select Taluka]

Contact Person Details:

E-Mail ID: [Input Field] Mobile No.:* [Input Field] (1)

ID Proof Type: [Select ID Proof] (2)

Select User ID & Password:

User Name :* (2) [Input Field] Check Availability (3)
Password:*(4) [Input Field] Retype Password:*(5) [Input Field]
* Only Hash(#),At Sign(@) & Star(*) with at least one capital,one small alphabet & one number allowed in Password field.
Enter Text As Shown:*(7) [Input Field] (6) CAPTCHA Image: X J L T C S

In case you Forget Your Password

Hint Question: [Select Hint Question] Your Answer: [Input Field] (8) Submit (9) Cancel

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Digital India

- Red Asterisk (*) are mandatory /compulsory fields.
- Fields not showing Red Asterisk (*) are optional.
- Password Policy : Password should contain at least 1 Uppercase, 1 Lowercase, 1 digit, 1 special character)

1. Enter valid 10 digit mobile number
2. Enter username of your preference.
3. Check username is available by click on Check Availability button to make sure username is available. If username is available then only user has allowed to create username
4. Enter password (Password should contain at least 1 Uppercase, 1 Lowercase, 1 digit, 1 special character)
5. Enter retype password (Retype password should be same as entered password)
6. Read the characters from the captcha image
7. And enter text in field

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8. Click on submit button for to save records. (If record save successfully then success message is displayed)
 9. By click on cancel button user re-direct to home page
- Enter the details in citizen registration form and click on submit button for to generate citizen username & password.
- **Home page** screen as follow

The screenshot shows the NGDRS Home page. The left sidebar has a green header 'NGDRS' and three menu items: 'Home', 'Citizen Registration', and 'Appointment'. A red arrow labeled '1' points to the 'Home' link. Another red arrow labeled '2' points to the 'Citizen Login' section. The main content area has four boxes: 'Registered Employees' (10), 'Registered Citizens' (10), 'Property Valuations' (10), and 'Registered Properties' (10). Below these are two login sections: 'Citizen Login' (with a 'CITIZENS' icon) and 'Organization Login' (with a 'PROPERTY REGISTRATION' stamp icon). To the right is a 'Slider' section with images of a banknote and hands typing on a keyboard. The footer contains 'External Links' (Ministry of Rural Development, Unique Ident., Auth. of India, Digital India, India.gov.in, Swachh Bharat, My Clean India), 'Legal Information' (Disclaimer, Terms & Conditions, Policies, Accessibility Statement, Link 5), 'Site Links' (About The NGDRS, Contact Us, Feedback, Help, Site map), and 'Other Links' (NGDRS Client, Accessibility Statement, Visitor Summary, Services, Connect With Us). The footer also includes a note about site design by the National Informatics Center and content maintenance by the Ministry of Rural Development.

1. Go to home page by click on home menu link
2. Click on citizen login link for to open login page

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- Login page screen as follow

The screenshot shows the NGDRS login interface. The left sidebar has a green background with the 'NGDRS' logo at the top and three menu items: 'Home', 'Citizen Registration', and 'Appointment'. The main content area has a light gray background. At the top, there's a banner with the 'National Generic Document Registration System' logo, the text 'Department of Land Resources', and 'Government of India - Ministry of Rural Development'. To the right of the banner is a small image of a house. Below the banner, there's a watermark of a 100 Rupee note. The central part of the page is a white box containing a login form. The form has fields for 'User Name' (with placeholder 'ngdrscitizen'), 'Password' (with placeholder '*****'), 'Captcha' (with placeholder '4VE0FL'), and an OTP field ('Enter OTP' with placeholder '36125488'). There are also 'Get OTP' and 'Login' buttons. Red numbered arrows (1-7) point to each of these elements: 1 points to the User Name field, 2 points to the Password field, 3 points to the Captcha image, 4 points to the Captcha code field, 5 points to the 'Get OTP' button, 6 points to the OTP field, and 7 points to the 'Login' button. At the bottom of the page, there's a footer with the text 'Site designed and developed by National Informatics Center' and 'Contents provided and maintained by Department of Land Resources, Ministry of Rural Development, Govt. of India.' followed by the 'Digital India' logo.

1. Enter valid username
2. Enter valid password
3. Read captcha from image which shown in below the captcha field
4. Enter 6 digit **Captcha** code which is shown in image
5. Click on **Get OTP** button, OTP will be received on your registered mobile
6. Enter OTP
7. Click on **Login** button to enter into site

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- Welcome screen as follows

The screenshot shows the NGDRS interface. On the left, a sidebar titled "NGDRS" lists several menu items: Home, Valuation, User Management, Reports, Master, Document Entry (highlighted in orange), and Document Entry (highlighted in purple). A red arrow labeled "1" points to the orange-highlighted "Document Entry" item. Another red arrow labeled "2" points to the purple-highlighted "Document Entry" item. The main content area displays the "National Generic Document Registration System" logo and the text "Government of India - Ministry of Rural Development". At the bottom, there is a footer bar with the "Digital India" logo and the text "Site designed and developed by National Informatics Center" and "Contents provided and maintained by Department of Land Resources, Ministry of Rural Development, Govt. of India".

- Select Document Entry under Document Entry menu.

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- Document Entry screen as follow

Select	Pre Reg. No.	Registration No.	Article Name	Title Name	Location	Usage Category	Status	Annexure - 11
Select	2017000004		Agreement	Administration Bd	चाडगेवाळी	Layout Plot	Data Entered	PDF
Select	2017000005		Agreement	Administration Bd	बावधन सुर्द ता.प.	Layout Plot	Committed	PDF
Select	2017000006		Lease	Administration Bd	नारायण पेठ	Shop - Rural	Completed	PDF
Select	2017000008		Agreement	Administration Bd	सदाशिव पेठ / न	Layout Plot	Data Entered	PDF
Select	2017000009		Bond	Administration Bd			Data Entered	PDF

Showing 1 to 5 of 5 entries

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1. Enter new document details
2. Document entered by user & which are not registered, in-complete document will be available for updation. Click on select for to update or edit the document
3. Get the full report in PDF (Annexure -11) of document entry by simply click on PDF link

- Click on new Document Entry button for to enter document details

- Citizen will enter following details.
 - A. General Info
 - B. Property Details
 - C. Party
 - D. Witness
 - E. Identification
 - F. Stamp Duty
 - G. Payment
 - H. Upload File
 - I. Pre-Reg Summary
 - J. Data Submission
 - K. Appointment

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National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development



NGDRS ≡ Skip to Main Content Select Language ▾ A+ A A- ngdrscitizen

IGR Maharashtra

Home Valuation User Management Reports Master Document Entry

Your Documents Change Profile Reports

A - General Info B - Party C - Witness D - Identification E - Stamp Duty F - Payment G - Upload File H - Pre Reg. Summary I - Data Submission

J - Appointment

General Information

Note: Reference document number is to fetch party name from old document.

Article* :- 1 Adoption Deed

Local language For Data 3 English

Execution Type 4 Court Decree

Court order Date 15-02-2017

Date of Execution 16-02-2017

Search old party name 6 Reference Document Number

Reference Doc No./Token 7 785

Advocate Name[ENGLISH] advocate

Link Document Number 8 232

Document Title Administration Bond

No Of Pages

Name Of The Document Writer ngdrscitizen

Reference Document Date 10-01-2017

Link Document Date 01-12-2016

Article Dependent Fields

2 Loan Amount

No. of Shares

Lease Agreement Period (Years)

Cancel Next 9

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A. General Info

1. Article : Select the article
2. Article dependent fields are listed according to selection of article. Enter details in article dependent fields
3. Select the local language for data entry
4. Execution Type : If select Court Decree option then Court order date field is open for to enter date
5. Date of execution : Select execution date
6. Search old party name by : Token Number for Reference Document Number
7. Reference Document Number : Is used for to fetch party name from old document
8. Link Document Number : Is the Reference of previous document registration`
9. To save general Info click on Next button & see the success message on property details tab

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B. Property Details

- Property details is an optional tab and it comes as per the selection of article from general info tab
- Property Details screen as follows

NGDRS IGR Maharashtra

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Saved Successfully

Change Profile Select Language ngdrscitizen

Your Documents Reports

A - General Info B - Property Details C - Party D - Witness E - Identification F - Stamp Duty G - Payment H - Upload File I - Pre Reg. Summary
J - Data Submission K - Appointment

Property Valuation

District	Pune
Select Land Type	URBAN
Local Governing Body	Pune
Taluka	हुदेशी
Survey Number	195
Check	
Location	Zone
लक्ष्मी रखयावरील मालाता लाकडीपुल ते गो...	
View Rates View Survey Number	

Property Usage

Mumbai Shop / Office Other than Mall and Complex (Rule No.9 अ, ब, च, Page No.8)
 Mumbai Shop in Complex (Rule No.9 द, Page No.9)
 Mumbai Shop in Mall (Mumbai Rule No. 10, Page No. 9)
 Shop / Office Other than Mall and Complex - 8 क Page No.7
 Shop/ Office in Mall - 9 → 3) Page No.8
 Big Shop/Office in Complex - 8 द 3) Page No.8

Main Usage

Agriculture +
 Non Agriculture Build And Open -
 Industrial
 Residential -OLD
 Open Land Rural
 Property within Village Boundaries
 Office / Upper Floor Office
 Residential
 Open Land
 Shop

GROUND FLOOR SHOP

Land area		Square Metres	Built Up Area
Area of Constructed Property	15.79	Square Metres	Built Up Area
Open Parking		Square Metres	Built Up Area
Covered Parking		Square Metres	Built Up Area
Shop Floor	Ground Floor Or		
Mezzanine Floor Area	5.57	Square Metres	Built Up Area

Property Category

Building Name	vamni
Building Number	5
Floor Number	2
Flat Number	1
Wing	A
Society Name	com
Pin code	411007

Seller Property Attribute

Seller Property Attribute	Survey Number	587	Add
		Attribute Name	Attribute Value

Purchaser Property attributes

Purchaser Property Attribute	Survey Number	Add	
		Attribute Name	Attribute Value

Check Property Prohibition Save

List Of Properties

Property Details	Location	Usage	Action
No data available in table			

Showing 0 to 0 of entries

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a) Property Location

The screenshot shows a search interface for property location. The fields and their sequence are:

- District (Pune) - Step 1
- Select Land Type (URBAN) - Step 2
- Local Governing Body (Pune) - Step 3
- Taluka (Haveli) - Step 4
- City Area/Zone (Narayen Peth) - Step 5
- Survey Number (195) - Step 6
- Location (Zone) - Step 7
- Text input field containing "लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)" - Step 8
- View Rates button - Step 9
- View Survey Number button - Step 10

1. Select District
2. Select Land Type. According to land type Local Governing Body & Taluka will be available for selected districts. If select Urban land type then local governing body field is appear and for Rural & Influence only Taluka & Village field is appear
3. Select Local Governing Body
4. Select Taluka. City Area / Zone & Village label is changed according to selected Taluka & Local Governing Body
5. Select City Area/ Zone or village from the list.
6. Check survey number is available or not by simply click on check button
7. Select location
8. Select location within City/ Village
9. View Rates : View the rate of selected location by simply click on View Rates button

Sr.No.	List ID	Location	Usage	Rate
1	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Office / Upper Floor Office	171510
2	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Open Land	75940
3	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Residential	78180
4	3852	लक्ष्मी रस्त्यावरील मालमत्ता लकडीपूल ते गोखले चौक (भानुविलास थिएटर)	Shop	298930

10. View Survey Number: will show the survey numbers for particular location.

- View survey number for the confirmation or reference
- Screen of view survey number as follows

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National Generic Document Registration System

Department of Land Resources

Government of India - Ministry of Rural Development



List of Survey Numbers	
10	records per page
Sr. No	Survey Number
1	195
2	246
3	354
4	244
5	351
6	350
7	309
8	307
9	253
10	252

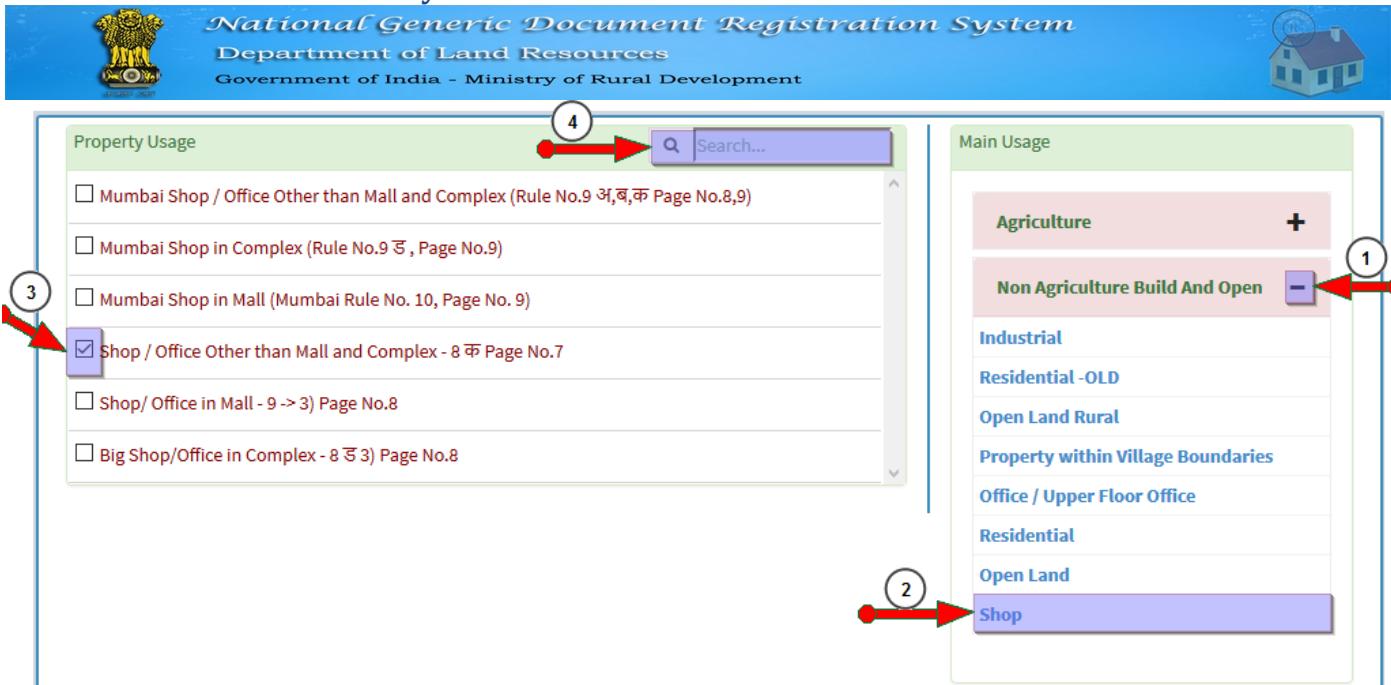
Showing 1 to 10 of 21 entries

Previous 1 2 3 Next

Close

b) Property Usage

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For which property usage user want to find valuation select that correct property usage by following steps

Selection Process A

1. Go to Main Usage and click on + icon for to open usages.
2. Select particular usage then details will be available in left hand panel.
3. Select Detail usage

Selection Process B

1. Enter/type usage in search box. List of Detail usages will be displayed in left hand panel
2. Select particular usage then details will be available in left hand panel.
3. Select Detail usage.
4. Select the property usage
 - Here taking example for to select Ground Floor Shop so that selected property usage is Shop / Office other than mall and complex
 - By selecting property usage its dependencies are appear as shown in following screenshot

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The screenshot shows the 'National Generic Document Registration System' interface. At the top, there is a logo of the Government of India, the text 'National Generic Document Registration System', 'Department of Land Resources', and 'Government of India - Ministry of Rural Development'. Below this, there is a search bar with placeholder text 'Search' and a magnifying glass icon. The main area contains several input fields and dropdown menus. On the left, there is a section titled 'GROUND FLOOR SHOP' with a yellow background. The fields include:

- Construction Type: RCC PUCCA (selected by arrow 1)
- Road Vicinity: Facing Road (selected by arrow 3)
- Age: 0 to 2 Years (selected by arrow 2)
- Land area: [empty field]
- Area of Constructed Property: 15.79 (selected by arrow 4)
- Open Parking: [empty field]
- Covered Parking: [empty field]
- Shop Floor: Ground Floor Or (selected by arrow 5)
- Mezzanine Floor Area: 5.57 (selected by arrow 6)
- Square Metres: [empty field]
- Built Up Area: [empty field]
- Square Metres: [empty field]
- Built Up Area: [empty field]
- Square Metres: [empty field]
- Built Up Area: [empty field]
- Square Metres: [empty field]
- Built Up Area: [empty field]

1. Select the construction type
2. Select the age 0 to 2 Years
3. Select Road Vicinity
4. Add area in constructed property
5. Select Shop Floor
6. Add Mezzanine Floor Area

c) Property Category

The screenshot shows a form titled 'Property Category' with the following fields and their values:

Building Name	vamni
Building Number	5
Floor Number	2
Flat Number	1
Wing	A
Society Name	com
Pin code	411007

- Enter the details in property category fields

d) Property Attribute

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The screenshot shows the 'Seller Property Attribute' section with a dropdown menu set to 'C.T.S. Number' and a value '246' entered. Below it, the 'Purchaser Property attributes' section shows a dropdown menu set to 'Survey Number' and a value '96' entered.

Attribute Name	Attribute Value
C.T.S. Number	246

Attribute Name	Attribute Value
Survey Number	96

- Add the seller & purchaser property attribute
- If select Land Type Urban then add C.T.S Number
- If select Land Type Rural then add Survey Number in property attribute
- Enter the number & click on add button for save attribute
- Added attribute listed in table

e) Calculate & Save



1. By click on Check Property Prohibition alert message displayed for this is prohibited property or not. Admin set the condition for prohibited property should be saved or not
2. Estimate the Property Valuation by simply click on Save Button.

d) List of Properties

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National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development



List Of Properties

10 records per page

Search:

Property Details	Location	Usage	Action
Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 2 Flat Number : 1 Wing : A Society Name : com Pin code : 411007	सदाशिव पेठ / नवी पेठ / दत्तवाडी	Shop / Office Other than Ma	View Valuation 1 Edit 2 Delete 3

Showing 1 to 1 of 1 entries

[Previous](#) 1 [Next](#)

- After estimate property valuation user can also view valuation report by click on view valuation button

- Valuation report screen as follow

Property Valuation

Valuation No.1642 / 2017 **Date:** 08-February-2017

State : Maharashtra	District : Pune	Tahsil : हवेली															
Land Type : URBAN	: Pune	सदाशिव पेठ / नवी पेठ / दत्तवाडी															
Zone - वैभव चौकापासून शनिपार चौकापर्यंत																	
Construction Type : RCC PUCCA		Age: 0 to 2 Years															
Ready Reckoner Rate: ₹2,28,400/- Applied Rate : $228400 \times 100\% = ₹2,28,400/-$																	
Rates																	
Valuation Detail																	
1	Area of Constructed Property	15.79 Square Metres															
2	Shop Floor	Ground Floor Or Upper Ground Floor															
3	Mezzanine Floor Area	5.57 Square Metres															
Reference : 8 क Page No.7 Usage : Non Agriculture Build And Open => Shop => GROUND FLOOR SHOP																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Valuation Description</th> <th style="width: 33%;">Calculation</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr> <td>A Constructed Property Valuation</td> <td>1. $15.79 \times 228400 = 3606436$</td> <td>₹36,06,436/-</td> </tr> <tr> <td>B Mezzanine Floor Valuation</td> <td>1. $5.57 \times 228400 \times 0.7 = 890531.6$</td> <td>₹8,90,532/-</td> </tr> <tr> <td colspan="2" style="text-align: center;">Final Total Valuation (A + B)</td> <td style="background-color: #ADD8E6;">₹44,97,000/-</td> </tr> <tr> <td colspan="3" style="text-align: center;">Amount in Words : Forty Four Lakhs Ninety Seven Thousands rupees only.</td> </tr> </tbody> </table>			Valuation Description	Calculation	Total	A Constructed Property Valuation	1. $15.79 \times 228400 = 3606436$	₹36,06,436/-	B Mezzanine Floor Valuation	1. $5.57 \times 228400 \times 0.7 = 890531.6$	₹8,90,532/-	Final Total Valuation (A + B)		₹44,97,000/-	Amount in Words : Forty Four Lakhs Ninety Seven Thousands rupees only.		
Valuation Description	Calculation	Total															
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Final Total Valuation (A + B)		₹44,97,000/-															
Amount in Words : Forty Four Lakhs Ninety Seven Thousands rupees only.																	
USER ID : 22 (2017-02-08 10:13:38)																	

[Close](#)

- Edit or update the property details
- Delete the property by click on delete button

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C : Party

- Party screen as follow

NGDRS

IGR Maharashtra

Home

Valuation

User Management

Reports

Master

Document Entry

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Your Documents **Change Profile** **Reports**

A - General Info > B - Property Details > **C - Party** > D - Witness > E - Identification > F - Stamp Duty > G - Payment > H - Upload File > I - Pre Reg. Summery >
J - Data Submission > K - Appointment

Party

Pre Reg. No. :- 20170000011

Party Type* Seller/Executor 1/Vendor
Party Category* Individual

List Of Properties

5 records per page Search:

Location	Usage	Property Details	Action
सदाशिव पेठ / नवी पेठ / दत्तवाडी	Shop / Office Other than Mall and C	Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 4 Flat Number : 2 Wing : A Society Name : com Pin code : 411007	Select

Showing 1 to 1 of 1 entries Previous 1 Next

List Of Saved Parties

Party Name	Party Type	Party Category	Action
------------	------------	----------------	--------

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- User should have filled up details for both seller and purchaser

➤ Party Type: Seller

- Select the Party Type

Party Type*

Seller/Executor 1/Vendor

Seller/Executor 1/Vendor
Purchaser/Buyer/Executor 2
Confirming Party/Granter/Consenting Party

- Select Party Category

Party Category:*

Individual

Individual
Bank
Government
Comapny

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- Select the properties

➤ Configuration setting for seller

SRO HAVELI 1							
Configuration Registration Boolean Information							
Description (English)	Description (મારઠી)	Description (ગુજરાતી)	True / False	Configuration Value	Information Value	Display Order	Action
Is Prohibited property Rejected	પ્રતિર્બંધિત માલ		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No.		1	Save
Fetching of land area related information from land record for Seller	વિક્રેતા જમીન		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No.		2	Save
7/12 Name Compulsory for Seller	વિક્રેતા સાઠી 7		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No.		3	Save

- If fetching of land area related information from land record for seller is set to Yes in configuration value then old reference document is listed & its set to No then no record fetch or listed by reference document number
- If 7/12 Name compulsory for seller then record fetch from 7/12
- If location is of urban then record fetch from reference document number
- If location is of rural then record is fetch from 7/12

➤ Following record is fetch from old reference document number

Old Reference Document			
5	records per page	Search:	
First Name	Middle Name	Last Name	Action
Fname	Mname	Lname	

Showing 1 to 2 of 2 entries

- Same configuration setting used for purchaser as like seller which is shown as above

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Old Reference Document

First Name	Middle Name	Last Name	Action
Fname	Mname	Lname	(1)
Showing 1 to 2 of 2 entries			

5 records per page Search:

Is Executer* Yes
Salutation* Mr.
Party Full Name:-* Fname Mname Lname
Alias Name:
Father's Full Name:-*
Mother's Full Name:-*
Date Of Birth:
Identification Mark1*
Identification Mark2*
UID:
Identity* --Select--
FID:
Gender* --Select--
Email Id*: --Select--
District* --Select--
Village* --Select--
पक्ष पूर्ण नावः*
ऊर्फ नावः*
वडिलांचे पूर्ण नावः*
आईचे पूर्ण नावः*
Age*
ओळख चिन्ह 1*
ओळख चिन्ह 2*
PAN*
Occupation* --Select--
Mobile No.*
Taluka* --Select--

(2)
(3) Save Cancel

1. Select old reference document by click on select button
2. Enter the details in form
3. Click on save button for to save party form

➤ List of Saved Parties

List Of Saved Parties

Party Name	Party Type	Party Category	Action
Fname Mname Lname	Seller/Executor 1/Vendor	Individual	(1)
Showing 1 to 1 of 1 entries			

10 records per page Search:

(2)
(3) Previous 1 Next

User Manual: Document Entry



1. Set Is presenter by click on Is presenter button
2. Edit or update the party
3. Delete the party by click on 'X' icon

➤ Party Type Purchaser

- Select Party Type Purchaser/Buyer/Executor

Party Type*

Seller/Executor 1/Vendor
Seller/Executor 1/Vendor
Purchaser/Buyer/Executor 2
Confirming Party/Granter/Consenting Party

- Follow the same procedure as like seller and filled the form which shown as above

D) Witness

The screenshot shows the 'Witness' section of the NGDRS system. The top navigation bar includes links for 'Skip to Main Content', 'Select Language', and user profile icons. The main content area has a breadcrumb path: 'Your Documents' > 'D - Witness'. Below this, there's a 'Witness' section with a pre-registration number (20170000011). The 'Personal Information' section contains fields for Salutation (Dr.), Witness Full Name, Alias Name, Date of Birth, Gender, Email ID, Age, Occupation, and Mobile No. It also includes dropdowns for District and Taluka. The 'Identity Information' section contains fields for UID, PAN, Identification Mark 1, and Identification Mark 2, along with dropdowns for Identity and another select field. At the bottom are 'Save' and 'Cancel' buttons.

- Enter the details in Witness form and click on save button for to save Witness form

User Manual: Document Entry



➤ List of witness

- User can add multiple witness

Name	Address	UID	Action
witness name		727332791234	1 2

- Edit the witness
- Delete the witness

E) Identification

NGDRS
 ☰ Skip to Main Content Select Language A A A ngdrscitizen

IGR Maharashtra
 Home Valuation User Management Reports Master Document Entry

National Generic Document Registration System
 Department of Land Resources
 Government of India - Ministry of Rural Development

Your Documents Change Profile Reports

A - General Info B - Property Details C - Party D - Witness E - Identification F - Stamp Duty G - Payment H - Upload File I - Pre Reg. Summary
 J - Data Submission K - Appointment

Identification

Pre Reg. No.: 20170000011
 Party Type: Seller/Executor 1/Vendor

Personal Information

Salutation:	<input type="text" value="Dr."/>	साक्षीदार पूर्ण नाव:-
Identification Full Name:	<input type="text"/>	उर्फ नाव:-
Alias Name :	<input type="text"/>	
Date Of Birth:	<input type="text"/>	Age:
Gender:	<input type="text" value="--Select--"/>	Occupation:
Email Id:	<input type="text"/>	Mobile No.:

District:
 Village:

Identity Information

UID *	<input type="text"/>	Identity :*
PAN *	<input type="text"/>	<input type="text"/>
Identification Mark1*	<input type="text"/>	ओळख चिन्ह 1:*
Identification Mark2*	<input type="text"/>	ओळख चिन्ह 2:*

Save Cancel

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- Enter the details in Identification form and click on save button for to save Identification form

➤ List of Identification

- User can add multiple identification

User Manual: Document Entry

Name	Address	UID	Action
witness name		727332791234	

1. Edit the Identification
2. Delete the Identification

F) Stamp Duty

- Stamp duty screen as follow

User Manual: Document Entry

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

NGDRS

IGR Maharashtra

- [Home](#)
- [Valuation](#)
- [User Management](#)
- [Reports](#)
- [Master](#)
- [Document Entry](#)

Skip to Main Content | Select Language | A A A ngdrscitizen

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Your Documents | Change Profile | Reports

A - General Info > B - Property Details > C - Party > D - Witness > E - Identification > **F - Stamp Duty** > G - Payment > H - Upload File > I - Pre Reg. Summary
J - Data Submission > K - Appointment

Stamp Duty

Pre Reg. No.: 20170000011

Fee Calculation

Fee Rule: --Select--

Action	Property ID	Property Details	Usage	Location
<input type="radio"/>	54	Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 4 Flat Number : 2 Wing : A Society Name : com Pin code : 411007	Shop / Office Other than	सदाशिव पेठ / नवी पेठ / दत्तवारी

Enter Consideration Amount: Calculate & Save

Fee Calculation

Stamp Duty Calculation Detail

Fee Rule:Scanning and Handeling Charges		
1	Scanning Charges-Counter	1,700
2	Handeling Charges - Counter	500
Sub Total		2,200

Property Id:54		
Fee Rule:Agreement - Relating to Purchase and Sale of Property		
3	Stamp Duty	1,21,000
4	Local Duty	40,473
Sub Total		1,61,473

Online Pay	161473	Counter Pay	2200	Total	163673
------------	--------	-------------	------	-------	--------

lblFeeExemption
lblHaveExemption Yes No

Stamp Duty Adjustment Details

Old Doc No.	<input type="text"/>	Old Doc Date	<input type="text"/>
Adjustment Amount	<input type="text"/>		

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User Manual: Document Entry



National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development



Fee Rule 1 → Agreement - Relating to Purchase and Sale of Property

Action	Property ID	Property Details	Usage	Location
<input checked="" type="radio"/> 2	54	Building Name : vamni Building Number : 5 Building Number : 5 Floor Number : 4 Flat Number : 2 Wing : A Society Name : com Pin code : 411007	Shop / Office Other than	सदाशिव पेठ / नवी पेठ / दत्तवाडी

Fee Calculation

Market Value	4047270.84	3
Enter Consideration Amount	4147270.84	4
Calculate & Save		5

Calculation Details

Sr.No.	Particulars	Calculation	Total
1	Stamp Duty	$4147270.84 * 3 / 100$	1,24,000
2	Local Duty	$4147270.84 * 1 / 100$	41,473
Total			1,65,473

- Fee Rule : Select Fee Rule, depend on article fee rule is applied
- Select the property
- Check the market value
- Enter consideration amount if it is greater than market value
- Calculate Stamp duty fee for consideration amount
- Check the calculation details

Stamp Duty Calculation Detail

Stamp Duty Calculation Detail

Fee Rule:Scanning and Handeling Charges					
1	Scanning Charges-Counter	1,700			
2	Handeling Charges - Counter	500			
Sub Total		2,200			
Property Id:54					
Fee Rule:Agreement - Relating to Purchase and Sale of Property					
3	Stamp Duty	1,24,000			
4	Local Duty	41,473			
Sub Total		1,65,473			
Online Pay	165473	Counter Pay	2200	Total	167673

User Manual: Document Entry



1. Scanning Charges – Counter : Calculate scanning charges by number of pages X 20
2. Handling Charges – Counter : 500
3. Stamp Duty : 3% charges are used for stamp duty
4. Local Duty : 1% are used for local duty
5. Check the sub total & Total

Have Exemption

Fee Exemption

Have Exemption Yes No

Exemption Fee Rule: Exemption-Female

Exemption: Gender: Female

Total Stamp Duty: 165473

Calculate & Save

Exemption Detail	Amount
Exemption-Female	4964
Exemption - Freedom Fighter	500

NOTE:Final Stamp Duty Exemption will be decided by SRO Only.

1. Set Yes or No for have exemption
 2. Select Exemption fee rule
 3. Select Exemption Gender
 4. Calculate and save Exemption
 5. Check Exemption amount
- NOTE: Final Stamp Duty Exemption will be decided by SRO Only.

Stamp Duty Adjustment Details

Match old stamp duty with new document stamp duty with the reference of old document number

Stamp Duty Adjustment Details

Old Doc No.: 1 9

Old Doc Date: 06-11-2016

Adjustment Amount: 0

Adjustment Detail

Sr. No.	Pre Reg. No.	Amount(Online)	Amount(Counter)	Total
1	9	70	0	70

1. Enter old document number
2. Enter old document date
3. Check the adjustment detail

Cancel 4

- Save Stamp Duty by click on Save & Next button

User Manual: Document Entry



G) Payment

- Payment screen as follow

Payment

Pre Reg. No. :-	20170000011																											
Payment Mode <table border="1"> <tr> <td>Select Payment mode*</td> <td>GRAS</td> <td>1</td> </tr> <tr> <td>Payee First Name</td> <td>first name</td> <td></td> </tr> <tr> <td>Payee Middle Name</td> <td>middle name</td> <td></td> </tr> <tr> <td>Payee Last Name</td> <td>last name</td> <td></td> </tr> <tr> <td>GRN Number</td> <td>3322</td> <td>2</td> </tr> <tr> <td>CIN Number</td> <td>112</td> <td></td> </tr> <tr> <td>Payment Date</td> <td>15-02-2017</td> <td></td> </tr> <tr> <td>Amount</td> <td>167673</td> <td></td> </tr> <tr> <td>Account Head</td> <td>Stamp Duty</td> <td></td> </tr> </table>		Select Payment mode*	GRAS	1	Payee First Name	first name		Payee Middle Name	middle name		Payee Last Name	last name		GRN Number	3322	2	CIN Number	112		Payment Date	15-02-2017		Amount	167673		Account Head	Stamp Duty	
Select Payment mode*	GRAS	1																										
Payee First Name	first name																											
Payee Middle Name	middle name																											
Payee Last Name	last name																											
GRN Number	3322	2																										
CIN Number	112																											
Payment Date	15-02-2017																											
Amount	167673																											
Account Head	Stamp Duty																											
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="New Entry"/> 3																												

1. Select the payment mode
 2. Enter the details in fields
 3. Click on save button to save payment mode
- After save payment mode it listed in following table

Payment Mode	lblpayhead	Payer Name	Payment Amount	Action
GRAS	Stamp Duty	first name middle name last nam	167673	<input type="button" value="Edit"/> 1 <input type="button" value="Delete"/> 2

1. Edit the payment mode
2. Delete the payment mode

User Manual: Document Entry



I) Pre. Reg. Summary

- Pre. Reg. Summary screen as follow

NGDRS

IGR Maharashtra

- Home
- Valuation
- User Management
- Reports
- Master
- Document Entry

Skip to Main Content | Select Language | A A A ngrscitizen

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Your Documents | Change Profile | Reports

A - General Info > B - Property Details > C - Party > D - Witness > E - Identification > F - Stamp Duty > G - Payment > H - Upload File > I - Pre Reg. Summary >
J - Data Submission > K - Appointment

द्रष्टव्यमनिवारक: सह. दु.नि.हवली २१
एन्ट्री क्रमांक:

09-02-2017 01:14:43 pm

नोंदणीपूर्व गोषवारा

तिलेखाचा प्रकार	Agreement
दस्त निष्पादित केल्याचे दिनांक	2017-02-16 00:00:00
पृष्ठांची संख्या	85
आवश्यक मुद्रांक शुल्क	1,67,673

Property Id: 54

गोषवाराचे नाव	सदाशिव पेठ / नवी पेठ / दत्तवाडी, हवेली, Pune
भू-मापन, पोठहिस्सा व घरक्रमांक (असल्यास)	Property Boundaries East: , West: , South: , North:
क्षेत्रफळ	Area of Constructed Property : 15.79 Square Metres, Mezzanine Floor Area : 5.57 Square Metres, Shop Floor : Lower Ground Floor , Land area : 0 Square Metres, Open Parking : 0 Square Metres, Covered Parking : 0 Square Metres
मालमत्तेचे इतर वर्णन	Pin code - 411007, Flat Number - 2, Floor Number - 4, Wing - A, Building Number - 5, Building Name - vamni, Society Name - com
बाजारभाव	4047270.84
मोबदला	4147270.84

दस्तऐवज करून देणा-या/लिहून ठेवणा-या पक्षकाराचे नाव व पत्ता	Mr. , Pin code - 41108, Flat Number - 3, Floor Number - 2, Wing - Aa, Building Number - 1, Building Name - bnem, Society Name - society, नाना पेठ , हवेली, Pune
दस्तऐवज करून देणा-या/लिहून ठेवणा-या पक्षकाराचे नाव व पत्ता	

ओळख देणा-याचे तपशील	Dr. , Pin code - 441100,Flat Number - 5,Floor Number - 3,Wing - A wing,Building Number - 2,Building Name - bnem,Society Name - soc name, पाणांग , हवेली, Pune
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नोंदणीपूर्व गोषवारा-मध्ये इनपुट फोर्म प्रमाणे अचूक डाटा एन्ट्री करण्यात आली आहे.	नोंदणीपूर्व गोषवारा तपासून पहिला. तो बरोबर आहे/त्याच्यात नमूद केलेल्या दुररस्त्या कराव्यात.
(डाटा एन्ट्री ऑपरेटर)	(पक्षकाराची स्वाक्षरी)

नोंदणीपूर्व गोषवारा इनपुट फोर्म प्रमाणे आहे व त्याचा मेल दस्ताशी घेण्यात आला आहे. पक्षकाराने नमूद केलेले बदला/दुररस्त्या याचा समावेश करण्यात आला आहे.

(Joint S R Haveli 21 स्वाक्षरी)

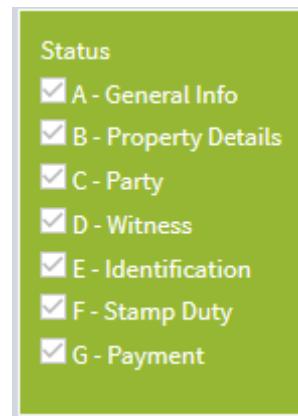
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User Manual: Document Entry



➤ Status



- Status is marked after each tab is saved
- Check mark should display on each corresponding checkbox
- If all tabs are saved successfully then user allowed for final data submission

J) Data Submission

➤ Data submission screen as follow

The screenshot shows the NGDRS interface for IGR Maharashtra. The left sidebar contains navigation links: Home, Valuation, User Management, Reports, Master, and Document Entry. The main content area has a header with the Indian Emblem and the text "National Generic Document Registration System, Department of Land Resources, Government of India - Ministry of Rural Development". Below the header is a breadcrumb navigation bar with tabs: A - General Info, B - Property Details, C - Party, D - Witness, E - Identification, F - Stamp Duty, G - Payment, H - Pre Reg. Summary, and I - Data Submission (highlighted in orange). The main form is titled "Final Submission" and includes fields for "Pre Reg. No.:-" (20170000011) and "Office list*". The "Office list*" dropdown is set to "SRO HAVELI 1" and is circled with a red arrow labeled 1. The "Submit Application" button is circled with a red arrow labeled 2. At the bottom, there is a footer note: "Site designed and developed by National Informatics Center, Contents provided and maintained by Department of Land Resources, Ministry of Rural Development, Govt. of India." and the Digital India logo.

1. Select Office List
2. Click on Submit Application for final save

User Manual: Document Entry



J) Appointment Details

- Appointment Details screen as follow

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1. Select Tatkal or Normal Appointment by click on button
2. Select Appointment Date
3. Select Shift
4. Select time slot
5. Click on save button for to take appointment

➤ Appointment Details

1. Check the appointment details
2. Cancel the appointment if needed

User Manual: Document Entry



➤ List of Document

The screenshot shows the NGDRS Document Entry page. The left sidebar has links for Home, Valuation, User Management, Reports, Master, and Document Entry. The main area has tabs for Your Documents, Change Profile, and Reports. The "Document Entry" tab is active, showing a table of submitted documents. The table columns are: Select, Pre Reg. No., Registration No., Article Name, Title Name, Location, Usage Category, Status, and Annexure - 11. The last row in the table is highlighted with a purple border. Red annotations are present: a red arrow labeled '2' points to the 'Select' button in the first column of the last row; a red circle labeled '1' is placed over the 'Status' column for the same row, which contains the word 'Submitted'; a red arrow labeled '3' points to the 'PDF' link in the 'Annexure - 11' column for the last row. The footer includes a copyright notice and the Digital India logo.

Select	Pre Reg. No.	Registration No.	Article Name	Title Name	Location	Usage Category	Status	Annexure - 11
Select	20170000004		Agreement	Administration Bd	घाडगेवाळी	Layout Plot	Data Entr	PDF
Select	20170000005		Agreement	Administration Bd	बावधन खुद्द ताम	Layout Plot	Submitted	PDF
Select	20170000006		Lease	Administration Bd	नारायण पेठ	Shop - Rural	Data Entr	PDF
Select	20170000008		Agreement	Administration Bd	सदाशिव पेठ / न	Layout Plot	Data Entr	PDF
Select	20170000009		Bond	Administration Bd			Data Entr	PDF
Select	20170000010		Agreement	Administration Bd			Data Entr	PDF
Select	20170000011		Agreement	Administration Bd	सदाशिव पेठ / न	Shop / Office Other than	Submitted	PDF

After submit the application it listed in list of document entry table

1. After submit the application document status is submitted
2. Submitted application not used for updation or edit
3. Click on PDF to download the document entry report