

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DIVISIONAL COMMISSIONER, DELHI
STAMP & REGN. BRANCH, ROOM NO. 204-205, 'B' BLOCK
CIVIL LINES, 5-SHAM NATH MARG, DELHI.

I. T. BRANCH
Revenue Department
Diary ... 2142
Date... 06/11/18

F.1/2549/Regn.Br./Div.Comm./HQ/R/2018 | 1794

Dated 5/12/2018

CIRCULAR

Subject: Ensuring same day release of documents registered in the SR offices.

The Sub Registrar (SR) offices in Delhi have been converted to e-SR offices with the introduction of e-stamp papers and online appointment management systems. This has resulted in saving of time and effort on part of the applicants. As part of the ongoing reforms to improve reliability and transparency in the process of registering documents in the Sub Registrar offices, the following Standard Operating Procedure is being circulated:-

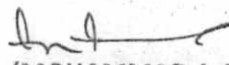
1. The public can apply for appointment online on <http://srams.delhi.gov.in>. Such an appointment can be re-scheduled at their convenience.
2. On arrival of applicant with appointment slip / SMS at the reception of SR offices at designated date & time, a swipe card is to be provided to him / her which contains token numbers.
3. Token numbers will be displayed on screen of the facilitation counter where applicant will go for clearance of documents. Upon clearance, all parties will be presented before the Sub Registrars.
4. Upon acceptance by the Sub-Registrar, Biometric Division finger print and photographs shall be taken and receipt shall be provided.
5. On production of receipt by party, registered documents shall invariably be delivered between 3 to 5 P.M. on the same day in cases of appointment given upto 1 P.M. In case, the appointment was after 1 P.M. the registered documents shall be delivered the next day.

The process has been made online and described in detail to ensure timely and hassle free registration and elimination of middle men. All SRs are hereby directed to strictly adhere to the above procedure.

This issues with approval of Secretary (Revenue) / Divisional Commissioner.

To,

The All Sub Registrars,
Revenue Department, GNCTD.

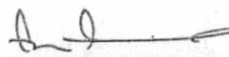

(MOHAMMAD A ABID)
SPECIAL INSPECTOR GENERAL OF REGISTRATION

F.1/2549/Regn.Br./Div.Comm./HQ/R/2018 | 1794

Dated 5/12/2018

Copy to:

1. All Deputy Commissioners, Revenue Department, GNCTD, Delhi / New Delhi.
2. All Collectors Stamps, Revenue Department, GNCTD, Delhi / New Delhi.
3. Joint Director, I.T., and System Analyst, Revenue Department with the direction to make necessary changes in the appointment slip.


(MOHAMMAD A ABID)
SPECIAL INSPECTOR GENERAL OF REGISTRATION