GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
OFFICE OF THE DIVISIONAL COMMISSIONER, DELHI
STAMP & REGISTRATION BRANCH, R.NO. 202 & 205, "B" BOLCK
5, SHAM NATH MARG, DELHI-110054.

Dated: 30|5|2023.

F.1/2653/RB/DIV.COMM/HQ/R/2019/ 9534

Subject: Introduction of Public Data Entry in Registration Process in DORIS.

The Parties seeking registration of the documents now have the option to utilize the Public Data Entry facility. The Public Data Entry in DORIS for documents registration is made mandatory. The steps and process flow of PDE is enclosed herewith.

(BALRAM MEENA)
ADDITIONAL DISTRICT MAGISTRATE (HQ)

To,
All Sub Registrars, Revenue Department, GNCT of Delhi for necessary compliance and bring this in the notice of general public.

Dated: 30|5|2023.

F.1/2653/RB/DIV.COMM/HQ/R/2019/ 9534

Copy to:-

1. P.A to Divisional Commissioner-cum-IGR, 05, Sham Nath Marg, Civil Lines, Delhi 110054.

2. All District Magistrates, Revenue Department, GNCT of Delhi.

3. Deputy Commissioner-VI (HQ), 05, Sham Nath Marg, Civil Lines, Delhi 110054.

4. Senior System Analyst with direction to upload on the official website.

Public Data Entry (PDE) for registration is web application made available to Citizen by IGR Stamps and Registration Department of NCT of Delhi. It provides data entry for document to be registered with the Registration Department.

1. E-Stepin Application generates (12 digit) Appointment ID for its usage at SR office. party seeking registration should note it down. It may enter information required for document registration in PDE. The properly stamped and eligible for registration document is accepted for registration. The entered details can be modified using Appointment ID. Once entry is complete you may take a printout of the data entry.

2. Entered information will be available at the SRO office for Registration.

3. Citizen can give Appointment ID to SRO at the time of Registration to fetch information entered by Citizen. The document is verified by the Sub Registrar.

4. If data entry has been already done by using Public Data Entry, the data is fetched into the computer of Office of Sub Registrar by using the 12 digit number, or else data entry is made in the office of Sub Registrar on the basis of Input Form.