Property Registration under provision of The Indian Registration Act, 1908

1	Name of Approval / NoC/ License/ Registration	Property Registration under provision of The Indian Registration Act, 1908 Property Registration under provision of The Goa, Daman and Diu Registration Rules, 1979
2	Competent Authority	Sub Registrar Department
3	Applicability Criteria	Every Citizen can get online Appointment for Property Registration on Working Day of Office.
4	Stage	Pre-Establishment
5	Timeline	Same Day
6	Documents Required	 Passport Size Original Photographs of all Parties from vendor side as well as from purchaser side and if power of attorney holder then its too (2 Nos. Each) Identity proof of all parties from vendor side as well as from purchaser side. Copy of PAN card / Form 60 of all parties from vendor side as well as from purchaser side and of company / organization. Identity proof of identifying witnesses (local residence) as well as normal witnesses (local Residence) If documents executed through its power of attorney holder than copy of registered power of attorney holder should be attached. Copy of Sale permission order in respect of land issued by the Hon'ble Collector, Daman. Copy of fresh I & XIV NAKAL Copy of Completion/Occupation Certificate of Building in respect of constructed properties is mandatory. If Sale Deed made for a part property then copy site plan clearly showing the location / area for sale is required.
7	Procedure for property Registration	 Step 1 : Applicant / Party has to represent documents of property registration along with other requisite documents like Aadhar & Pan Card of vendor and purchaser and other related documents. Step 2 : The registering officer verifies / examines the documents submitted by the vendor and satisfy himself that the persons appearing before him are the persons they represent themselves to be. Step 3 : Calculation of Stamp Duty as per the circle rate and also calculation of the registration fees, as per applicability. Step 4 : Generation of receipt of Registration Fees and payment of Registration Fees through Debit / Credit cards / DD. Step 5 : Bio-metric capturing of photos and thumb impression of party, identifier and witnesses and preparation of endorsement. Step 6 : Signature of parties on endorsement and documents. Step 7 : Scanning of documents and uploading on the server/ local machine .

8	Fee & Mode of payment	>	In exercise of the p (XVI of 1908), the the Registration Fe male and female, v favour of women b in the Union Territ	Administrator of Unio easing by 0% for females a when the following noti- buyers or in the joint na- tory of Daman and Diu,	ction-78 of the Ir n Territory of Da nd by 0.25% in r fied / mentioned me of the male as with immediate	idian Registratio man and Diu he espect of joint re instruments are nd female buyer effect, as under	n Act, 1908 reby reduces egistration for executed in s respectively, :-
		Sr.No.	Types of Deed	Present Registration Fees	Revised Registration fee for Female Ownership	Revised Registration fee for Joint Ownership of Male & Female	Registration Fees for Others
		1	Sale / Gift / Conveyance / Transfer / Exchange Deeds	0.5%	NIL	0.25%	0.5%
		2	Release Deed (with consideration)	0.5%	NIL	0.25%	0.5%
			Registration Fees	and payment of Registra	ation Fees throug	h Debit / Credit	cards / DD.

User Guide for online property registration for citizen under provision of The Indian Registration Act, 1908

Implement a system that allows to user to get online appointment for property registration without physical touch point of office.

Login Details: -

<u>1.</u>Open the website: <u>https://swp.dddgov.in/</u> and click on Departments



2. Then Select "Revenue Department "

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		• 0260-2260310 / 2260871 Odic-dd@nic.in With the second string of the second s		Clearances ar Haveli & Daman and Diu							
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	C	ollectorates istrict Industries	s Center	Excise Department Factories & Boilers		Municipal Councils Pollution Control Cor	nmittee	To V/	ourism Department AT & GST		
	0	istrict Panchaya	its	Fire & Emergency Service	es	Planning & Development Authority Other Services PWD - Daman & Diu			ther Services		
	0	rug Control Dep	artment	Labour & Employment							
.ina	E	lectricity Depart	ment	Legal Metrology (Weight	s & Measures)	Revenue Department					



Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal
1	Partnership Firms Registration	Click Here	Civil Registrar Cum Sub Registrar - Daman	15	View	Firm Registrar/Sub Registrar	Jt./Deputy Secretary Revenue	Collector / Registrar
2	Property Registration	Click Here	Civil Registrar Cum Sub Registrar - Daman	Same Day	View	Sub Registrar	Jt./Deputy Secretary Revenue	Collector / Registrar

<u>4.</u>Enter your mobile number and the pin which was generated on your mobile number to login. If you are new here, then click on Registration button.

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Single Window Portal for Industrial Clearances W.T. Administration of Eddre Neger Haveli & Demon and Dia	Login into your account! Mobile Number Mobile Number ! Enter Mobile Number ! Pin Forgot Pin ? Click Here. ****** Login Back to Home Don't have an account? Registration

<u>5.</u>Enter your Name, Address, Mobile Number, Email and Captcha then click on Register.



<u>6.</u>Once the Registration process is completed a verification link will be sent to your registered email id.



<u>7.</u>Link will look something like the image given below. Click on that link and enter the PIN number which was sent on your registered mobile number. Then Click on login.

https://swp.dddgov.in/confirmation?g=g3yLEYyCDYwUBK4Xf2T5BLegNsAjgTugdBU56mHy9gGYPzms5u

8.Enter your Mobile Number and the PIN which was sent on your registered mobile number.





<u>9.</u>*After login you can see the dashboard. Click on Department & Services.*



<u>10.</u> Click on Property Registration. Under the Civil Registrar Cum Sub Registrar (CRSR)

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11. Click on Apply For New Registration

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<u>12.</u> Fill the entire form and then click on set appointment.

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5.00 10.1 <i>1</i> 11. P. Flat	Adhar Card*		
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<u>13.</u> After clicking on set appointment button, you can see the appointment details there you can choose your appointment date & Set the time for Property Registration.

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Single Window Clearances	≡
 Departments & Services 	New Property Registration
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	Select Appointment Time*

<u>14.</u> After clicking on submit application, you can booked your appointment and click on print button to get appointment slip for your ready reference

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<u>15.</u> For the payment of application fees, you have to pay the challan / pay at office option which will be send from the admin side for registration f after the approval of application. You can check that by clicking on the "ACTION" button and click on "Pay your Fees

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	1	PR00006	Sundarbhai	Daman	8678989854	30-01-2021	Fees Pending		
	2	PR00002	Rajeshkumar	Daman	9737547879	18-01-2021	Fees Paid		-
				🐼 View 📄 For	m-1 🕒 Payment Requested 💽 💽	Pay Your Fees			
	Show	ving 1 to 2 of 2 entri	es					Previo	us 1 Next

<u>16.</u> After that click on "Pay your fees" option and popup box will open where you can upload your paid challan fees/ pay at office option and then click on "upload fees paid challancopy.

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	1	PFR00002	RISHI PAC			24-12-2020	Draft				
	2	PFR00010	M/S SUVIDHA		Pay Your Fees	28-01-2021	Fees Pending				
				Complete Address	s of Principal place of Business *	Pay Your Fees					
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Thank You