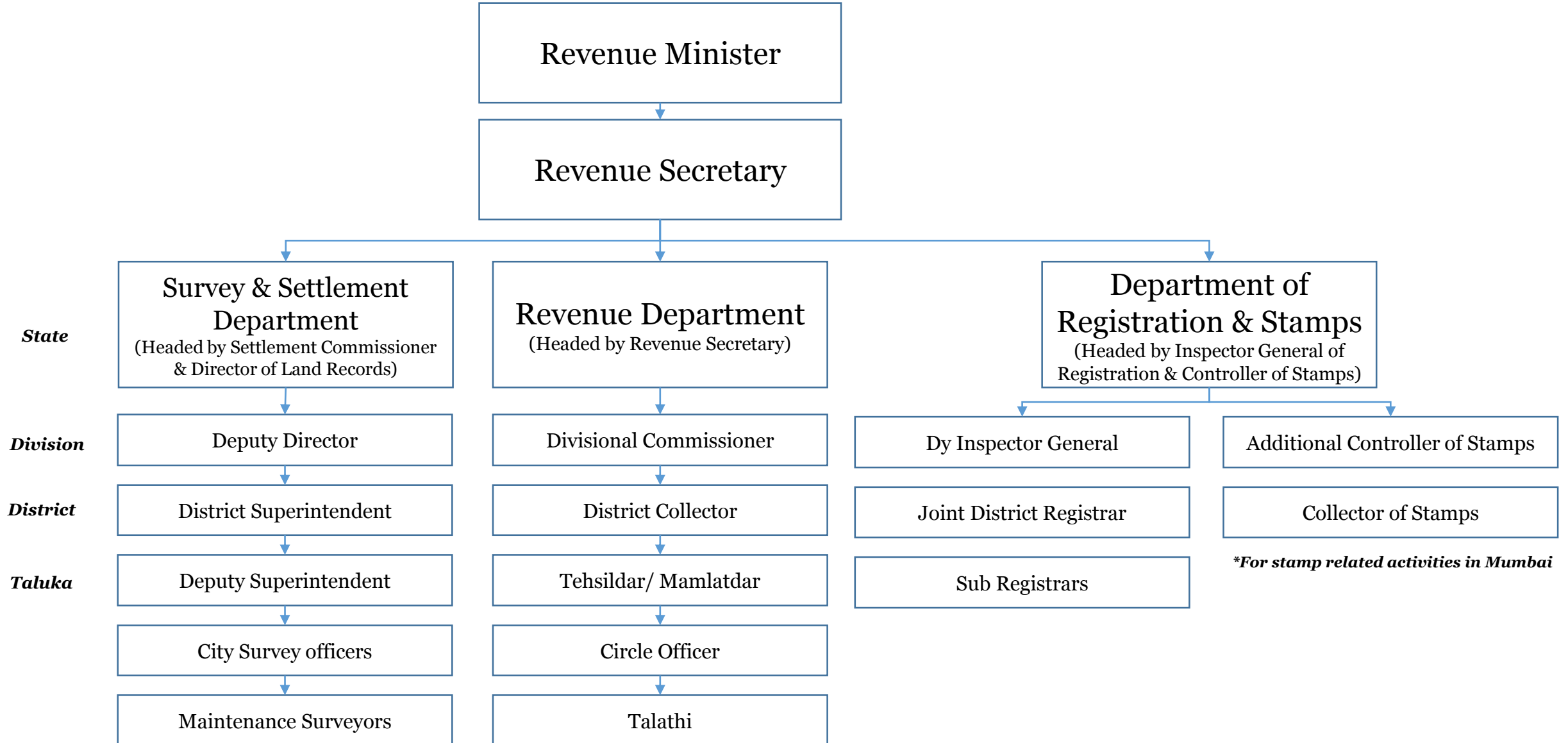




Structure of Revenue Department





About Registration & Stamps Department

The Registration and Stamps Department provides document registration services to the people as per the Registration Act and collects revenue through stamp duty as per the Stamp Act.

- **Vision** : The vision of the department is to be the best department in providing services of document registration and revenue collection.
- **Mission** : The mission of the department is to effectively use modern technology to provide services of document registration and collection of stamp duty to the people using well defined procedures, with right means, in specific time frame and the transparent manner.

Core Functions of the Department

- 1 Registration of documents as per Registration Act
- 2 Implementation of Maharashtra Stamp Act & Collection of Stamp Duty
- 3 Marriage Solemnization as per Special Marriage Act.

Key Highlights of the Department



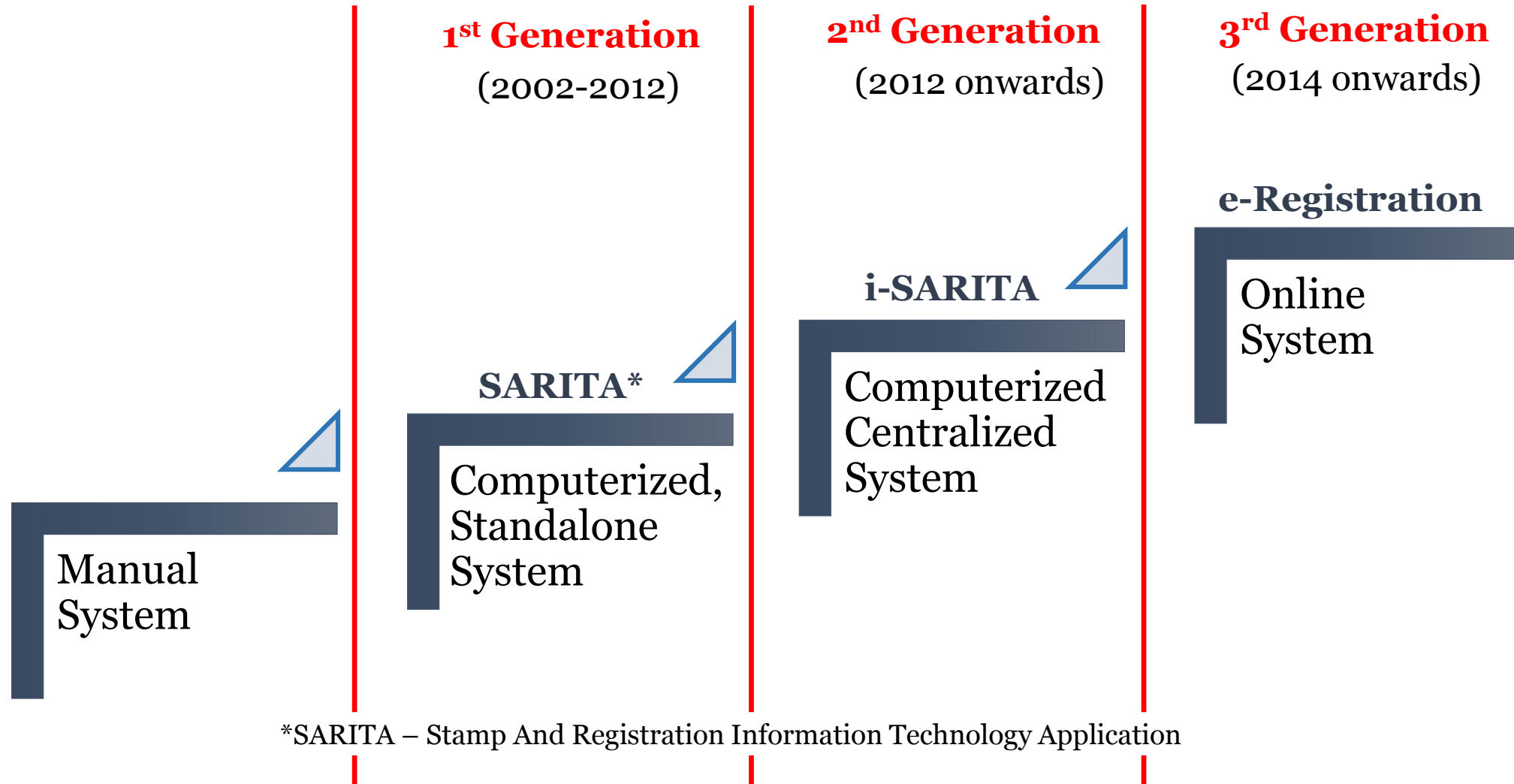
2nd Revenue Generating department for the state



Impacting lives of 1.5 to 2 crore citizens every year through multiple services



Registration Roadmap





IT Initiatives undertaken by Department

1) Public Data Entry

- Registering parties can make data entry themselves and come with system generated unique data entry number for registration.
- Upon entering the unique data entry number, system displays all the data entered by the parties.
- Use of this facility ensures more accuracy in data and reduces the time for registration, thus leading to less crowds in the sub-registrar office.

2) eASR

- By using e-ASR, citizens can check Annual Statement of Rates online.
- By entering property details like district, village, and survey/gat number, citizens can get information about the rates and can evaluate the property by using that rate.



3) ePayment (Online payment of Stamp Duty and Registration Fees)

- The registration of document is accompanied with payment of Stamp Duty and Registration Fees.
- Conventional popular modes of stamp duty payment were stamp paper and franking while for registration fees, DD or cash payment was used. Handling DD and cash involves high administrative costs. Stamp paper and franking have their own security issues and duplication issues.
- Therefore a need for new mechanism of revenue collection was felt which can remove all these shortcomings. This resulted in adoption of ePayment.
 1. **eChallan**
 2. **eSBTR**



IT Initiatives undertaken by Department

▪ 3.1. eChallan

- Payments can be made through Government Receipt Accounting System (GRAS) using the three options:
 1. Online Payment through Internet Banking and Debit Cards
 2. Over the Counter Payment at designated Bank Branches
 3. SBI Payment gateway extended to all subsidiaries of SBI and allied banks
- If online payment option is chosen, payment has to be done electronically. If OTC payment option is chosen, e-challan has to be printed and taken to designated bank for making payment.

▪ 3.2. eSBTR

- eSBTR (Electronic Secured Bank and Treasury Receipt) issued by the bank, on a special Government stationery, on payment of Stamp- duty in Virtual Treasury.
- First of its kind, eSBTR looks similar to stamp paper but this model is armored with many features making it more beneficial, convenient and safe to use.





IT Initiatives undertaken by Department

4) eSearch

- eSearch provides Index II and scanned copies of in public domain
(on www.igrmaharashtra.gov.in)

The screenshot shows the eSearch portal for the Department of Registration & Stamps, Government of Maharashtra. The header includes navigation links: Data Availability Office List, Manual Offices List, Document Availability Office List, Document Availability Office List 85 to 2001, and User Guide. The main banner features the department's logo, the text 'Department of Registration & Stamps, Government of Maharashtra', and the 'eSearch' logo with a magnifying glass. Below the banner, it says 'Online Transaction Search System And Online Document Download System' and 'Search transaction history of property here...'. The left sidebar contains 'Instructions' in English and Marathi, detailing the search process and fees. The right sidebar has a 'LOGIN' section with fields for 'User Id' and 'Password', a 'Login' button, and links for 'Forgot your password?' and 'Create new account'. At the bottom, there are links to 'e-Disputa', 'eCourt', 'Check property tax dues for properties under Municipal Corporation of Greater Mumbai (MCGM)', and 'Check CERSAI for Security Interest created by Banks & Financial Institutions on your Property'. A disclaimer at the very bottom states that the portal is owned and updated by the Department of Registration & Stamps, Maharashtra, and provides contact information for queries.

5) e-Step in

- Online time booking for physical registration
- Aspirant registrants can book time slot as per their convenience for scheduled registration (90 days in advance)
- Time slot of every 10 minutes is available
- Registrations at SR office as per booked appointments
- No need to wait in the SR office for registration process
- At no extra cost/charges



IT Initiatives undertaken by Department

6) eRegistration

- Means online Registration without coming to SR office
- All the process are completed electronically and online
- No need to visit SR office for any reason/compliance
- Identity of parties is verified with UID (AADHAR)
- Registration Act has been amended for this purposes
- First state in the country to facilitate eRegistration

7) Verification through SMS

- Document Registration verification facility through SMS
- Anyone can verify whether a document brought before him as a Registered Document is a genuine or not
- No requirement of internet facility for verification, standard SMS service is utilized



8) eMutation

- In Maharashtra, eMutation software is used by Revenue and Land Records Department for management and maintenance of Record of Right (Form 7*12, 8A), while iSARITA is used as a document registration software by all Sub Registrar Offices. Both eMutation and iSARITA are hosted at State Data Centre and accessed through web. Both these software are integrated at server level.
- In this module, at the time of registration of document, iSARITA server fetches data of seller and property from Land Records (LR) database and after completing registration pushes the data along with the purchaser details to the LR database. eMutation software processes the data for mutation in Record of Rights.
- Linkage of iSARITA with Land Records and eMutation is a milestone on the path of ease of doing business. It is an investor friendly initiative.



IT Initiatives undertaken by Department

9) eValuation

- No need to visit any Sub-Registrar office or Middlemen for getting the property valuation report
- No time restriction, citizen can perform e-Valuation online
- Online availability of application ensuring e-Valuation at any time
- In case there are no changes in the details/ specifications, the same e-Valuation report will be considered as valid for stamp duty calculations during document registration

10) Notice of intimation for Marriage Registration

- Process of Notice submission of Intended Marriages completely online since 01st November 2017
- Time and cost saving for parties to marriage
- Citizens to receive SMS for every status change
- Availability of notice board online, avoiding the need to visit SR office
- Online fees payment facility



IT Initiatives undertaken by Department

11) Refund & Adjudication

- Adjudication and Refund are web based applications for applying online
 1. Citizens can fill applications online.
 2. Citizens can download acknowledgement details.
 3. Documents need to be submitted in the Collector of Stamp office physically
 4. Concerned Collector of Stamp processes this case.
 5. Citizens can view status online.

12) DigiLocker

- Department has established the linkage between Registration System and Digital Locker system, which sends the copy of the registered documents to the digital locker of the registrants.
- It is no longer required to preserve and carry the paper copy of the document. The online copy can be downloaded or shared from the Digital Locker whenever required.
- This is a milestone towards paperless governance.






Ease of Doing Business

- The World Bank Ease of Doing Business (EoDB) survey ranks the nations on various measures necessary for opening and carrying out business ventures.
- Registering Property is one of the important measures among these. Indicators of this measure include number of procedures required, time taken for registering property (in days), cost as a percentage of property value and quality of land administration index.
- The Registration and Stamps Department provides document registration services as per the Registration Act and collects revenue through stamp duty as per the Stamp Act. The mission of the department is to effectively use modern technology to provide services of document registration and collection of stamp duty to the people using well defined procedures, with right means, in specific time frame and the transparent manner

e - Governance vision of the Department

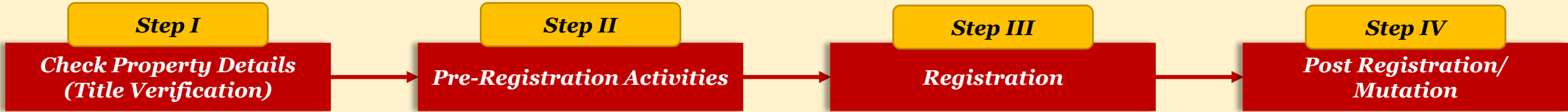
Transform the following core functions of the Department by using ICT:

- Registration of documents
- Valuation of properties
- Capturing and preserving copies of registered documents
- Property transactions search report
- Payment of duty and fees
- Information, Education and Communication with citizens

<div>   <h1>Department of Registration & Stamps, Maharashtra</h1>  </div>				
Current Procedure- As per EoDB Survey Results (2017-18)				
	Procedure	Online Portal	Time Taken	Cost of Procedure
Step I: Check Property Details (Title Verification)	Conduct a title search at the office of Sub-Registrar of Assurance	eSearch	7 days combined	Rs. 750
	Ensure that property is clear of all local tax dues	Property tax portal		No Charge
	Conduct charges search at the Registrar of Companies	MCA Portal, CERSAI		Rs. 100
Step II: Pre-Registration Activities	Prepare the final sale deed	Online Formats, PDE	7 days	About 1% of the property value (About INR 55,000)
	Obtain a certificate for the Tax Deductible at Source	Tax Authority	7 days (simultaneous with procedure 6)	1% of the property value to be deducted
	Pay Stamp Duty on the final Sale Deed through franking at the designated bank	eASR, eValuation, GRAS, eSBTR	Less than a day (online procedure) (simultaneous with procedure 5)	5% of property value
Step III: Registration	Execute final sale deed and submit documents to the local office at the Sub-Registrar of Assurances	PDE, eStepIn, iSARITA	1 day	1% of market value of the property + INR 20 per page of for scanning charges
Step IV: Post Registration	Apply to the Land and Survey Office for mutation of the title of the property	iSarita, eMutation	30 days	INR 750

Department of Registration & Stamps, Maharashtra				
OPTIMIZED Registration Process				
	Procedure	Online Portal	Time Taken	Cost of Procedure
Step I: Check Property Details (Title Verification)	i) Conduct a title search at the office of Sub-Registrar of Assurance	eSearch	<u>Maximum 3 days</u> (even if performed separately) Also, procedure #2 & #3 can be integrated with eSearch in 2 steps: 1. Providing the link the necessary links for Local taxes search & search of charges 2. Developing web service to integrate search details	May further be reduced to Rs. 100. Not prescribed by the Act & hence controlled by the State Government.
	ii) Ensure that property is clear of all local tax dues	Integrated Property Tax databases		No Charge
	iii) Conduct charges search at the Registrar of Companies	Integrated databases for MCA & CERSAI		Government may take a decision in coordination with MCA to waive off Rs. 100 OR to be reconciled with IGR
Step II: Pre-Registration Activities	iv) Prepare the final sale deed	Online Formats, PDE	<u>3 days</u> Sample formats already available for 16 types of documents.	Online formats are used as baseline even when lawyer services are opted, reducing the costs for services rendered
	v) Obtain a certificate for the Tax Deductible at Source	Tax Authority	Not applicable	Not applicable
	vi) Pay Stamp Duty on the final Sale Deed through franking at the designated bank	eASR, eValuation, SD Calculator, GRAS, eSBTR	<u>0.5 day</u> (online procedure)	<u>0 to 2.5%</u> levied for certain units like IT, BT, Mega Projects & SEZ
Step III: Registration	vii) Execute final sale deed and submit documents to the local office at the Sub-Registrar of Assurances	PDE, eStepIn, iSARITA	<u>0.5 day</u>	<u>1% of market value of the property + INR 20 per page as scanning charges</u>
Step IV: Post Registration	viii) Apply to the Land and Survey Office for mutation of the title of the property	iSARITA, eMutation	<u>25 days</u>	<u>ZERO</u> (Indemnity bond is no longer applicable & no application fees for Mutation certificate)

Indicative Process for Property Purchase



Check Property Details

Conduct a title search at the office of Sub-Registrar of Assurance

Ensure that property is clear of all local tax dues

Conduct charges search at the Registrar of Companies

Pre-Registration Activities

Prepare the final sale deed

Pay Stamp Duty on the final Sale Deed through franking at the designated bank

Registration

Execute final sale deed & submit documents to the local office at the Sub-Registrar of Assurances

Post Registration

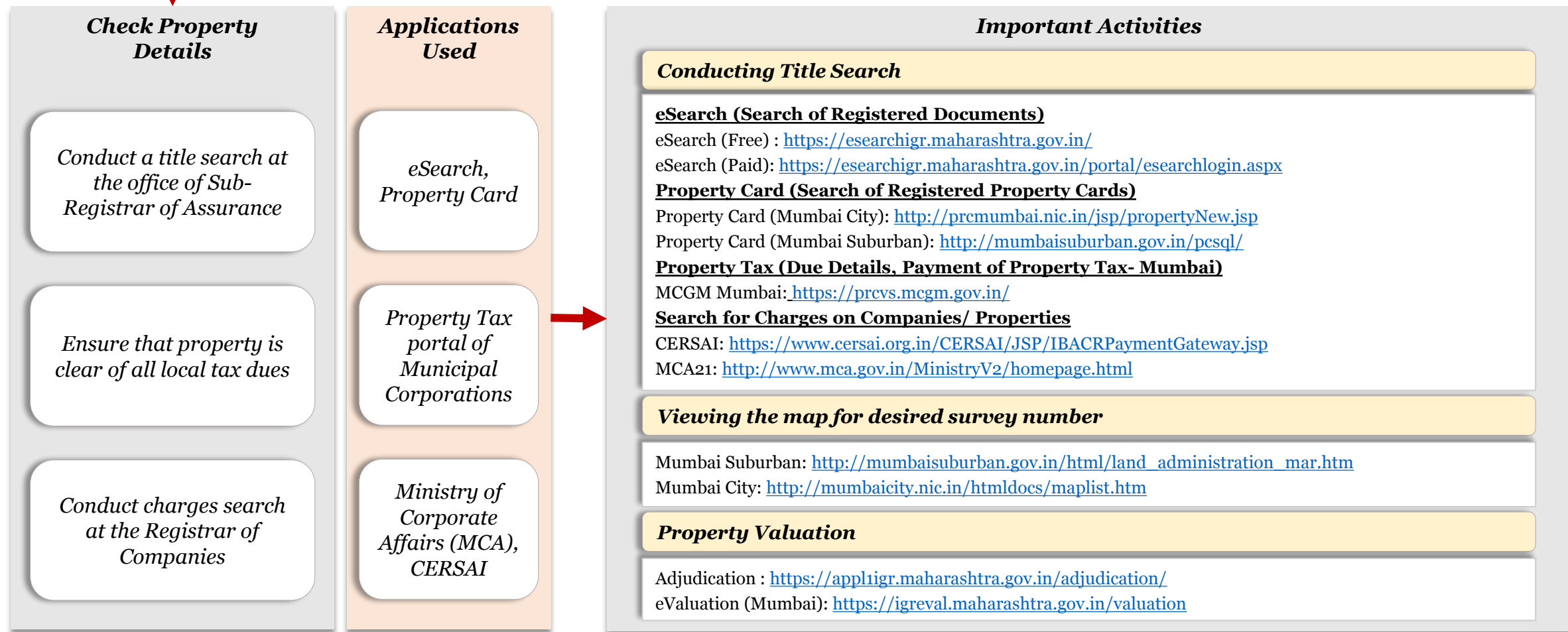
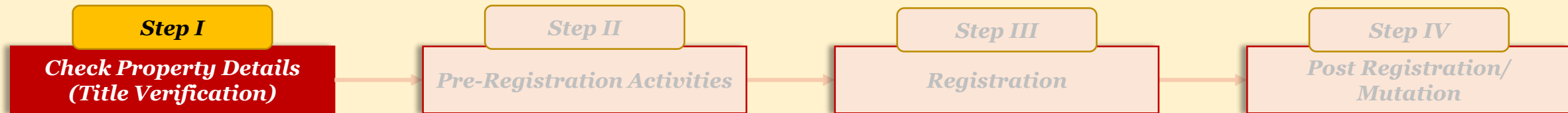
Apply to the Land & Survey Office for mutation of the title of the property



Department of Registration & Stamps, Maharashtra



Indicative Process for Property Purchase

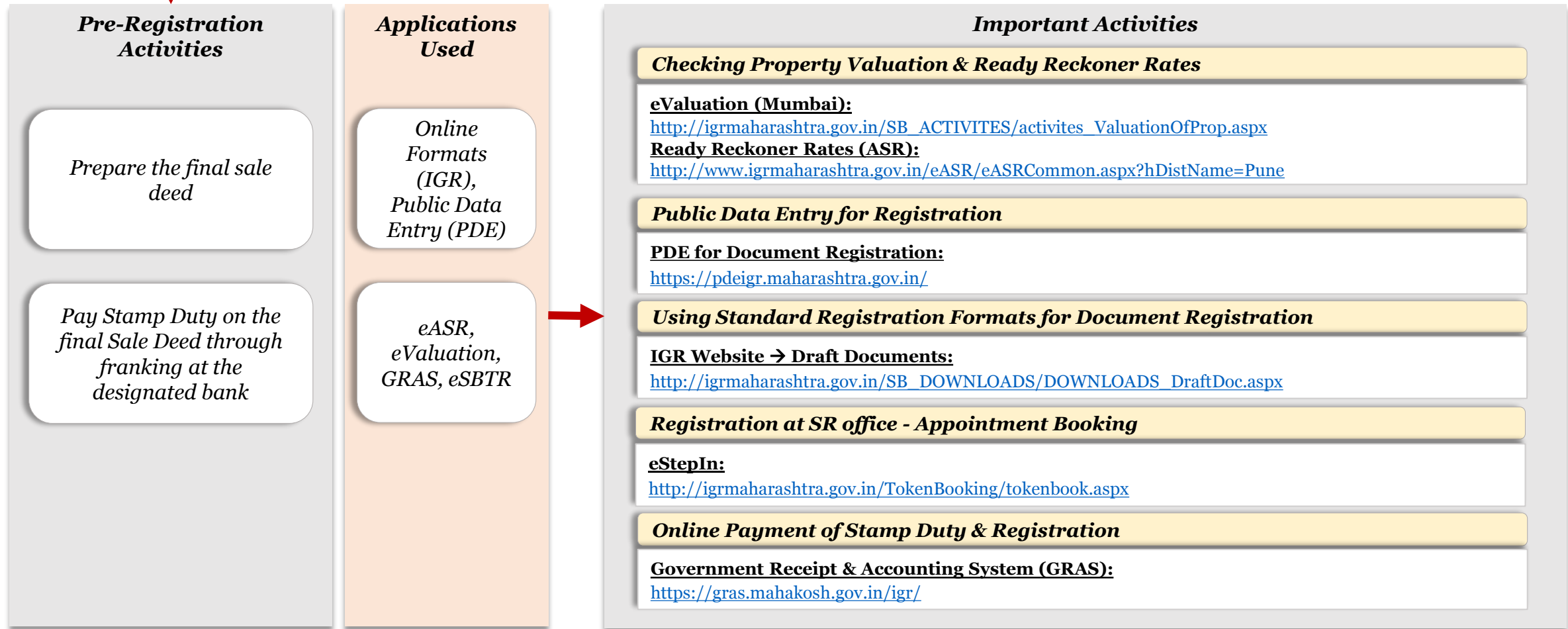
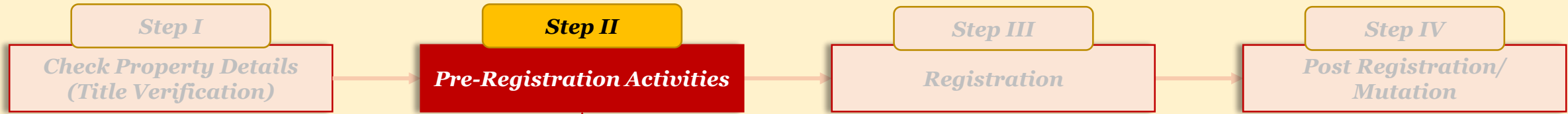




Department of Registration & Stamps, Maharashtra



Indicative Process for Property Purchase

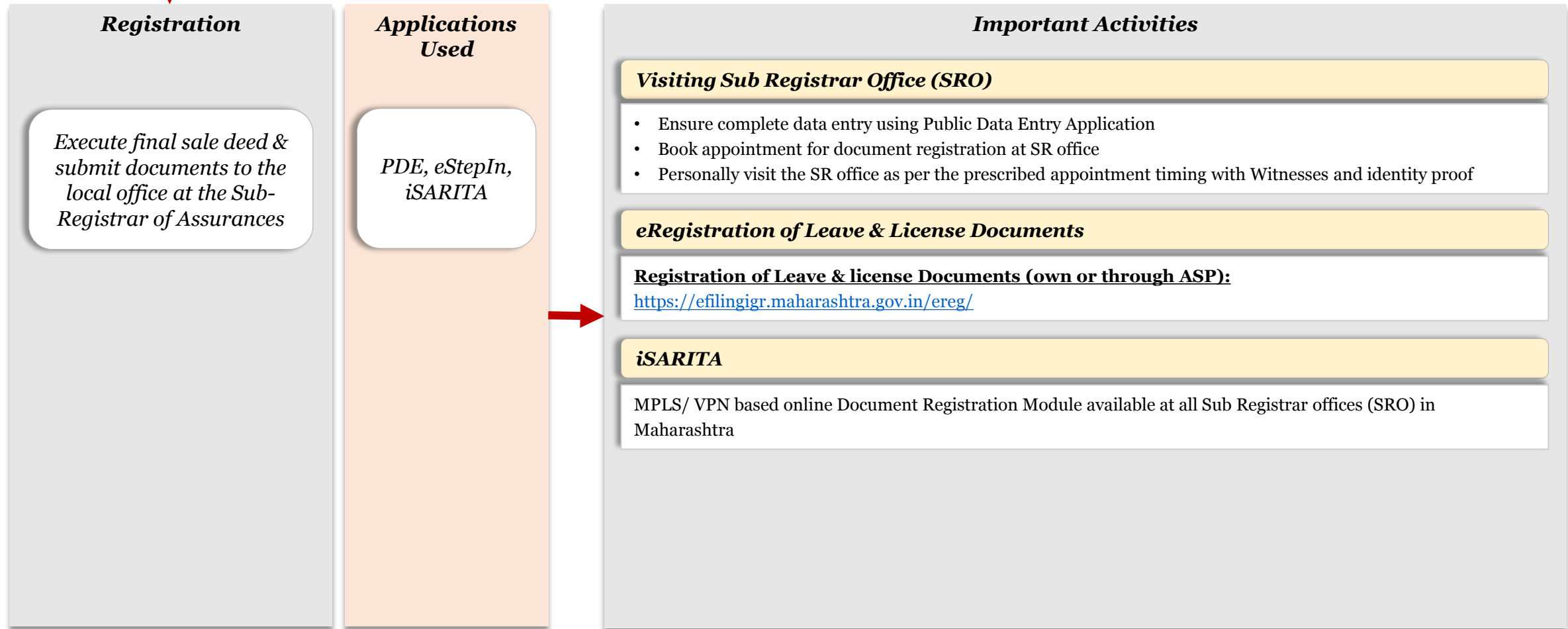
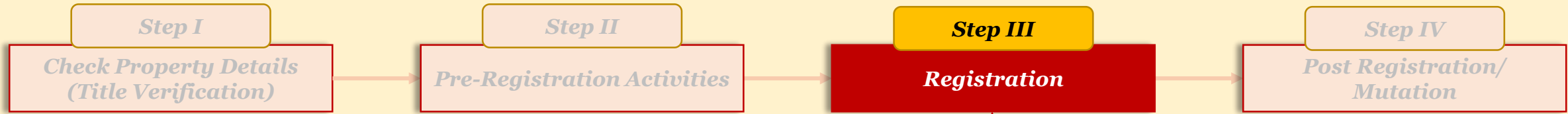




Department of Registration & Stamps, Maharashtra



Indicative Process for Property Purchase

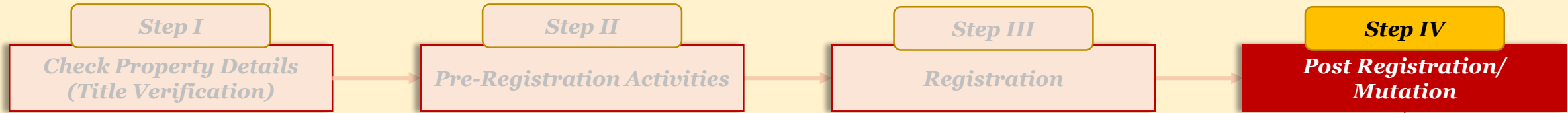




Department of Registration & Stamps, Maharashtra



Indicative Process for Property Purchase



Registration

Apply to the Land & Survey Office for mutation of the title of the property

Applications Used

iSARITA,
eMutation,
eSearch

Important Activities

Get Scanned/ Certified Copy of Registered Documents

eSearch (Search of Registered Documents)

eSearch (Free) : <https://esearchigr.maharashtra.gov.in/>

eSearch (Paid): <https://esearchigr.maharashtra.gov.in/portal/esearchlogin.aspx>

Mutation Process

Mutation: Updating Record of Rights after registration

Mutation for reregistered document starts automatically as soon as the document is registered. The notice of mutation shall be issued to party/ parties as per the contact details and address details available in Registered document.



Department of Registration & Stamps, Maharashtra



Contact Us - Call Center Details & Offices in Mumbai



नोंदणी व मुद्रांक विभाग
महाराष्ट्र शासन

SARATHI
सारथी

SARATHI Helpline

8888007777

(Time: 07:00 am to 09:00 pm)



Department of Registration & Stamps, Maharashtra



Contact Us - Offices in Mumbai

Office Name	Address (Mumbai Sub Urban)
Joint District Registrar	Family Court Building, Ground Floor, Bandra Kurla Complex, Bandra (East) Mumbai 51
Joint Sub Registrar, Andheri 1	MTNL Building 2nd Floor, LaluBhai Park, Parshi Colony, Station Road, Andheri (W) Mumbai 58
Joint Sub Registrar, Andheri 2	Family Court Building, Ground Floor, Bandra Kurla Complex, Bandra (East) Mumbai 51
Joint Sub Registrar, Andheri 3	MTNL Building, Ground Floor, Khar Pali Road, Khar (W), Mumbai 52 .
Joint Sub Registrar, Andheri 4	MTNL Building, Ground Floor, Khar Pali Road, Khar (W), Mumbai 52 .
Joint Sub Registrar, Andheri 5	MTNL Building, First Floor, Near Ram Shyam Theather, Jogeshwari, Mumbai, 400 102
Joint Sub Registrar, Andheri 6	MTNL Building, First Floor, Near Ram Shyam Theather, Jogeshwari, Mumbai, 400 102
Joint Sub Registrar, Andheri 7	MTNL Building , Vileparle (East), Mumbai - 400057
Joint Sub Registrar, Borivali 1	MTNL Building, Ground Floor, Goregaon, Mumbai 22 .
Joint Sub Registrar, Borivali 2	MTNL Building, 1st Floor, Behind Technical Hakoba Compond, Borivali (E) Mumbai 66
Joint Sub Registrar, Borivali 3	MTNL Building, 1st Floor, Behind Technical Hakoba Compond, Borivali (E) Mumbai 66
Joint Sub Registrar, Borivali 4	Shri Shrimal House, Near Jain Mandir, Station Road, Goregaon (W) Mumbai 62
Joint Sub Registrar, Borivali 5	New Tahasildar Building, Natakvala, lane, Borivali (W) Mumbai, 92
Joint Sub Registrar, Borivali 6	MTNL Building, Ground Floor,Goregaon (W) Mumbai 62
Joint Sub Registrar, Borivali 7	2nd Floor Charkop MTNL Building Sec 8, Kandiveli (W) Mumbai 67
Joint Sub Registrar, Borivali 8	MTNL Building, 1st Floor, Behind Technical Hakoba Compond, Borivali (E) Mumbai 66
Joint Sub Registrar, Borivali 9	MTNL Building, 1st Floor, Behind Technical Hakoba Compond, Borivali (E) Mumbai 66
Joint Sub Registrar, Borivali 10	C/o Office of Joint District Registrar, Mumbai Suburban, Family Court Building, Ground Floor, Bandra Kurla Complex, Bandra (East) Mumbai 51
Joint Sub Registrar, Kurla 1	New Admn Bldg - Phase 2 Ground Floor, next to Rationing Office R.C. Margh, Chembur, Mumbai 71
Joint Sub Registrar, Kurla 2	Exzim Link Complex,Opp. Indira Container yard Nahur (W) Mumbai 80
Joint Sub Registrar, Kurla 3	New Admn Bldg - Phase 2 Ground Floor, next to Rationing Office R.C. Margh, Chembur, Mumbai 71
Joint Sub Registrar, Kurla 4	Exzim Link Complex,Opp. Indira Container yard Nahur (W) Mumbai 80
Joint Sub Registrar, Kurla 5	New Administrative Building, Ground Floor, Room No.2, Behind Rationing Office, Ramkrishna Chemburkar Marg, Chembur, Mumbai- 70
Marriage Office, Mumbai Suburban	Family Court Building, Ground Floor, Bandra Kurla Complex, Bandra (East) Mumbai 51

Office Name	Address (Mumbai City)
General Stamp Office	General Stamp Office, Nagar Bhavan, Fort, Mumbai
Deputy Inspector General of Registration, Mumbai	Old Custom House, Fort, Mumbai - 23
Joint District Registrar, Mumbai City	Old Custom House, Fort, Mumbai- 400001
Joint Sub Registrar, Mumbai City 1	Ground Floor, Old Custom House, Fort, Mumbai - 23
Joint Sub Registrar, Mumbai City 2	Adersh Nagar, MTNL Buldg. 1st Floor, Hatiskar Marg, Varali, Mumbai, 25
Joint Sub Registrar, Mumbai City 3	Adersh Nagar, MTNL Buldg. 1st Floor, Hatiskar Marg, Varali, Mumbai, 25
Joint Sub Registrar, Mumbai City 4	Adersh Nagar, MTNL Buldg. 1st Floor, Hatiskar Marg, Varali, Mumbai, 25
Joint Sub Registrar, Mumbai City 5	Adersh Nagar, MTNL Buldg. 1st Floor, Hatiskar Marg, Varali, Mumbai, 25
Joint Sub Registrar, Mumbai City 6	C/o Office of Joint District Registrar, Mumbai City, Old Custom House, Fort, Mumbai- 400001
Marriage Office, Mumbai City	Old Custom House, Fort, Mumbai - 23