

User Manual for NGDRS application

Delhi User Manual

Version 1.0

Delhi Online Registration
Information System
Govt. of N.C.T. Delhi

- Open the application URL (https://ngdrs.delhi.gov.in/NGDRS_DL/) to access the login page

The screenshot shows the homepage of the National Generic Document Registration System (NGDRS). At the top, there is a navigation bar with the text "Skip to main content" and accessibility icons (-A, A, A+). Below this is a header section with the title "National Generic Document Registration System" and the subtitle "Department of Land Resources - Government of India". It also mentions "Delhi Online Registration Information System Govt. of N.C.T. Delhi Delhi".

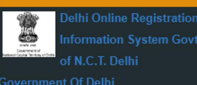
The main content area features two primary user roles: "Citizen" and "Organization". Under "Citizen", there are "Login" and "Register" buttons. Under "Organization", there is a "Login" button. Below these, a banner lists states where the system is implemented: "Delhi, Dadra & Nagar Haveli, Goa, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Maharashtra : (CIDCO, Pvt. Builder Module), Manipur, Mizoram, Punjab".


A large graphic titled "ROLLED OUT STATES OF NGDRS" displays a map of India with colored hexagons representing the states where the system is operational: Andaman & Nicobar Island, Chhattisgarh, Dadra Nagar Haveli, Goa, Himachal Pradesh, Jharkhand, Jammu & Kashmir, Maharashtra (CIDCO, e-Registration, e-Filing 2.0), Manipur, Mizoram, Punjab, and Tripura.


The footer contains logos for Digital India, NIC (National Informatics Centre), india.gov.in, and the Ministry of Rural Development. It also includes links for "FeedBack", "User Manual", "Help (Manuals)", and "NGDRS Downloads". At the bottom, it states: "Site designed and developed by National Informatics Centre. Contents provided and maintained by Delhi Online Registration Information System Govt. of N.C.T. Delhi Delhi." A "Top" button is located in the bottom right corner.

- Click on 'Register' to create new Citizen/ Advocate/ Deed Writer user account.

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Citizen Registration

Citizen Type Indian NRI Select Type Citizen

Authorized Person Name*

Contact Person Address

Building Name / No. / Floor Street/Locality

City Pin Code

Select State* Delhi Select Sub Division* Mayur Vihar

Select District* EAST

Contact Person ID Details

Email Id Mobile No.*

Select Id Proof* Driving License Id Proof No.*

Aadhar No.*

Username & Password


Username*

Password* Confirm Your Password*

Captcha* H 3 Y E 4 D


In Case You Forget Your Password

Hint Question* What is the name of your favourite book Your Answer



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Citizen Login Page

- Click on Citizen Login. Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Get OTP button to get OTP.
- Enter OTP.
- Click on Login.

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National Generic Document Registration System
Department of Land Resources
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Login Citizen

Sign in to start your session.

mayuri

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Get OTP

Forgot Password?

Enter Login Details, CAPTCHA code and OTP

New Document Entry

- Click on Data Entry menu.
- Then Click on Document Entry sub menu.
- Click on New Document Entry button to start a new Document entry.

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Home

Data Entry

Document Entry (PDE)

E-Search

User Management

Valuation

Payment Services

Document Entry

New Document Entry | Help??

Search:

Select	Pre Reg. No.	Article	Document Title	Category of the Locality	Status	Pre Reg. Summary	Registration Office	Appointment	Remark
Select	202300000012	23.Sale Deed	SALE WITHIN MC AREA	WEST , Punjabi Bagh , Arihant Nagar	Data Entry	PDF	West Punjabi Bagh		
Select	202300000007	23.Sale Deed	SALE WITHIN MC AREA		Data Entry	PDF	New Delhi Sarojini Nagar		

Showing 1 to 2 of 2 entries

Previous | 1 | Next

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Digital India
Power To Empower

(A) General Info

- Enter Total No. of Pages (Deed).
- Select Article from dropdown box.
- Select Document Title from dropdown box.
- Select District from dropdown box.
- Select Sub Registrar Office Name from dropdown box.
- Click on Save & Next Button to complete first step.

- Home
- Data Entry
 - A-General Information
 - B-Party
 - C-Witness
 - D-Fee Calculation
 - G-Upload Document
- Payment Services

General Information

Help

Note:1: English data entry is compulsory.
Note:2: Reference document number/Token number is required to fetch party name from old document.
Note:3: Link document number is previous registration number for this property.


Local Language For Data Entry	English	Document Title	SALE WITHIN MC AREA
Article*	23 Sale Deed		
No. of Pages*	20		
Document Execution Type *	Document Executed In India		
Date of Execution*	25-05-2023		
Advocate Name[ENGLISH]			

Import data from previously registered Document

Link deed number		Reference/Registered Doc.Date	
Office Details			

Document Submission Office Details

District *	WEST	Sub-Division*	Punjabi Bagh
Office Name*	West Punjabi Bagh		

 [Data Entry Submission](#) [Cancel](#)

(B) Property Details

- Select District, then select Sub Division, select Area/Locality, select Area Type, select Local Governing Body.
- Select Property Usage Category according to rates given in View Rate Button.
- Enter Area of constructed property.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add property attribute.
- Click on Save button to save the **Property Details**.
- Click on Property Valuation button to view valuation of the property.
- If user wants to edit the entry then click on edit button to update the record and click on save.
- If user wants to delete the entry click on Delete button to delete the record.

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A - General Information **B - Property Details** C - Party D - Witness E - Fee Calculation F - Pre Registration Summary G - Payment H - Upload Document
I - Data Submission J - Appointment

Pre Reg. No. :- 202300000012 Already have an valuation Add here >

Property Valuation Help

District * WEST Sub-Division * Punjabi Bagh Area/Locality * Anihant Nagar Area Type * Urban Local Governing Body MCD QView Rate

Search... Property Usage
 Flat Commercial Use
 Flat Residential Use
 Commercial Structure
 Residential Structure

Dependency Attributes
Storeys/Area * More than four storeys

Non Agri Open Built => Flat Commercial => Flat Commercial Use
Constructed Area 250 Square Meter
Floor Number 5
Private Colony Yes

Property Attributes Land Record data fetching attributes
--Select-- Plot Hissa 1 Hissa 2 Add

Selected Attribute	Plot	Hissa 1	Hissa 2	Action
Plot Number	256			Remove

Check Property Prohibition Save

Property Details
Show 10 entries Search:

Property Details	Usage Category	Property Valuation	Action
(Property Id:12), Plot Number : 256, Constructed Area : 250 Square Meter, Village/Mauja:Anihant Nagar, Sub Division:Punjabi Bagh, District:WEST	Flat Commercial Use	₹31500000	View Valuation Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

(C) Party

1. Party 1

- Select Party Type and party category.
- Select Property by clicking on radio button given.
- Select Is Executor? Yes Or No, Salutation, Enter Party Full Name, Father Full Name, as they are Mandatory fields.
- Enter Date of birth, Select Identification Type ID and its description.
- Enter UID, Select PAN/ Form 60 61 and enter details accordingly. Select Gender, Enter Mobile no.
- Select State, District, Taluka and Village respectively and Enter Address.
- Click on Save to save Seller party. Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.
- If user wants to delete the entry click on Delete button to delete the record.

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Home | Data Entry | E-Search

Navigation: A - General Information | B - Property Details | **C - Party** | D - Witness | E - Fee Calculation | F - Pre Registration Summary | G - Payment | H - Upload Document | I - Data Submission | J - Appointment

Party [Help]

Pre Reg. No. :- 20230000012 **Note:1:** English data entry is compulsory. **Note:2:** Data entry of both parties is compulsory and set one party as Presenter compulsory.

Select Party Type: SELLER | Select Party Category: Individual

Is Executor? :- Yes
Salutation :- MR.
Party Full Name :- MAYURI G
Father / Husband Full Name :- S V A
Select Main Caste :- --Select--
Age :- 30
UID :-
Identification Type ID :- Driving License
Identification Description :- 645646545
PAN/Form 60/61 :- --Select--
Gender :- Female
Occupation :- Advocate
Mobile No. :- 9865441313
Presentation Exemption :- --Not Applicable--
District :- WEST
Division :- BASAI DARAPUR
Village :- Moti Nagar
Home Visit :- NO

Save **Cancel**

2. Party 2

- Select Party Type and party category.
- Select Property by clicking on radio button given.
- Select Is Executor? Yes Or No, Select Salutation, Enter Party Full Name, Father Full Name, enter Date of birth, Select Identification Type ID and its description.
- Enter UID, Select PAN/ Form 60 61 and enter details accordingly. Select Gender, Enter Mobile no.
- Select State, District, Taluka and Village respectively and Enter Address.
- Click on Save to save Buyer party. Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.

- If user wants to delete the entry click on Delete button to delete the record.

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Record Saved Successfully

A - General Information B - Property Details **C - Party** D - Witness E - Fee Calculation F - Pre Registration Summary G - Payment H - Upload Document

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Party Help

Pre Reg. No. :- 202300000012 Note:1: English data entry is compulsory.
Note:2: Data entry of both parties is compulsory and set one party as Presenter compulsory.

Select Party Type: PURCHASER Select Party Category: Individual

Is Executor? :- * Yes
Salutation :- * Ms.
Party Full Name :- * SHOBHA G
Father / Husband Full Name :- * I G G
Select Main Caste :- --Select--
Age :- * 68
UID :-
Identification Type ID :- * Pension Certificate
Identification Description :- * 454545545
PAN/Form 60/61 :- --Select--
Gender :- * Female
Occupation :- Agricultural, fishery and related labour
Mobile No. :- * 7878875645
Presentation Exemption :- --Not Applicable--
District :- * CENTRAL
Division :- * Kashmere gate
Village :- * 142 Katra
Home Visit :- NO

Save **Cancel**

3. Set Party As Presenter:

- Click on Set as Presenter button to set party as Presenter at the actual time of presenting the document at SRO office.

Details of Parties

Show 10 entries Search:

Sr. No.	Party Name	Power Of Attorney	Party Type	Party Category	Action	Upload Form 60/61
1	MAYURI G		SELLER	Individual	Set as Presenter Edit Delete Verify PAN Generate Form60/61	
2	SHOBHA G		PURCHASER	Individual	Set as Presenter Edit Delete Verify PAN Generate Form60/61	

Details of Parties

Show 10 entries Search:

Sr. No.	Party Name	Power Of Attorney	Party Type	Party Category	Action	Upload Form 60/61
1	MAYURI G		SELLER	Individual	Presenter Edit Delete Verify PAN Generate Form60/61	
2	SHOBHA G		PURCHASER	Individual	Set as Presenter Edit Delete Verify PAN Generate Form60/61	

(D) Witness

- Select Salutation, Enter Witness Full Name, Father/ Husband Full Name.
- Select date of birth, select Gender, Enter Email ID, Mobile No.
- Select Identification Type ID and enter its details.
- Select District, Tehsil, Village.
- Enter Address
- Click on save to Save Witness
- **2 witness entries are compulsory.**

Witness 1 -

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A - General Information | B - Property Details | C - Party | **D - Witness** | E - Fee Calculation | F - Pre Registration Summary | G - Payment | H - Upload Document
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Witness Help

Pre Reg. No. :- 202300000012 Note:1: English data entry is compulsory.
Note:2: Maximum 2 witnesses are allowed.

Salutation :- * Ms.

Witness Full Name :- * MADHURI AHER

Father / Husband Full Name :- * RAMNATH AHER

Gender :- * Female

Occupation :- * A Zail Sewak

Address :- * ABC

Name	Action
------	--------

Witness 2 -

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Record Saved Successfully

Witness Help

Pre Reg. No. :- 202300000012 Note:1: English data entry is compulsory.
Note:2: Maximum 2 witnesses are allowed.

Salutation :- * Ms.

Witness Full Name :- * DIPTI APHALE

Father / Husband Full Name :- * NITIN APHALE

Gender :- * Female

Occupation :- * Advocate

Address :- * ABC

Name	Action
MADHURI AHER	<input type="button" value="Edit"/> <input type="button" value="x"/>

(F) Stamp Duty

- Select Property.
- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.

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Stamp Duty/Registration Charges/Other Charges Help Exemption Help

Pre Reg. No. :-


Stamp Duty Calculation

Fee Rule 

Property ID	Property Details	Usage Category	Plot	Category of the Locality
36		Flat Commercial Use	250	Arihant Nagar

Stamp Duty Calculation

Market Value/SR Value
Male Share
Female share
Consideration Amount


 Calculate & Save

Sr.No.	Particulars	Payment Mode	Min.	Max.	Calculation	Total	Final Amount
1	Stamp Duty		-NA-	-NA-	$(31500000 * 20 / 100 * 0.06) + (31500000 * 50 / 100 * 0.04)$	1008000	10,08,000
2	Copying Fee		-NA-	-NA-	100	100	100
3	E-change of Name fee		-NA-	-NA-	1000	1000	1,000
4	Registration Fee		-NA-	-NA-	$31500000 * 0.01$	315000	3,15,000
Total							13,24,100/-



Details

Fee Rule: SALE WITHIN MC AREA

1	Registration Fee					3,15,000
2	Stamp Duty					10,08,000
3	Copying Fee					100
4	E-change of Name fee					1,000
Total						13,24,100

 Save & Next Cancel

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(G) Pre Registration summary

- Click on Download PDF to download Summary Report.


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Download PDF




Pre Registration Summary

Date :- 26-05-2023 12:29 pm | Office Name :- West Punjabi Bagh
Token No:- 20230000045

Article	Sale Deed
Document Registration Date	26-May-2023
No. of Pages	20
Consideration	31500000
Stamp Duty	₹10,08,000.

Property Id: 36

Valuation No. : 60	Year :- 2023-2024	Date : 26-May-2023 12:04:PM	
State : Delhi	District : WEST	Sub-Division : Punjabi Bagh	
Land Type : Urban	Corporation : MCD	Village/Mauja : Arihant Nagar Category Of Locality : E	
Stores/Area:More than four storeys			
Valuation Rule : Flat Commercial Use			
Property Details			
1	Plinth Area	250 Square Meter	
2	Floor Number	5	
3	Private Colony	Yes	
Calculation Details			
Sr.No.	Description	Calculation	Total
1	Cost of Construction	1. 250 x 100800 x 1.25=31500000	₹3,15,00,000/-
A	Total		₹3,15,00,000/-
Note : Final Valuation is Rounded to Next 100/-			
Total Valuation (A)			₹3,15,00,000/-
Total Amount in Words : Three Crore Fifteen Lakhs Rupees Only.			

Property Id: 36

Village Name	Arihant Nagar, Punjabi Bagh, WEST
Land measurement, Sub Part and House No	Property Boundaries East : , West : , South : , North :
Property Description	Plinth Area : 250 Square Meter, Floor Number : 5 , Private Colony : Yes
Other Description of the Property	Plot Number - 250
Valuation As Per Circle Rate	31500000

SELLER	Name/Representative Name- MR. MAYURI GADHE, Father/ Husband Name- SVA, Age: 30 , Mobile No:8978979797, Executer:YES ,
PURCHASER	Name/Representative Name- Ms. SHOBHA G, Father/ Husband Name- IGG, Age: 65 , Mobile No:8989989898, Executer:YES ,

Witness Information

MR. DIPTI APHALE, Father/ Husband Name- NITIN APHALE Occupation: General Manager
MR. MADHURI AHER, Father/ Husband Name- RAMNATH AHER Occupation: Corporate Manage

Fee Rule: SALE WITHIN MC AREA

Sr.No.	Description	Amount
1	Registration Fee	3,15,000
2	Stamp Duty	10,08,000
3	Copying Fee	100
4	E-change of Name fee	1,000
Total		13,24,100

Declaration To Be Made In The Data Entry Summary Sheet Print Out

All the entries made, have been verified by me and are found same as the entries of the document presented.

Disclaimer : I hereby declare that all the contents of uploaded document and the original document are exactly same, and all the information provided by me are true to itself. The detail of property's holding number has been verified by me at the time of entry through alert generated by the system. I am satisfied with the verification and hence proceeding further for registration after seeing the alert.

Deed Writer / Advocate | Vendee/Claimant : | Vendor / Executant

(H) Upload Documents

- Select file by clicking on Choose File button.
- Click on Upload / Update button after selection of the file.

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File Uploaded Successfully

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I - Data Submission J - Appointment

Upload Document Help

Pre Reg. No.:- 202300000045

Common Upload Document

Note:1: Red Star(*) Indicates Mandatory Document
Note:2: Only Alphabets,Number,Dash(-),Underscore(_) allowed in file name.

Document Title	Select	Download	Action
Aadhar Card (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Original ID Proof of the concerned Parties (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
In case of agri land noc req (File Size:10MB) *	Choose File DUMMY.pdf	Download	Upload/Update

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- Click on Download link to download the uploaded document.

(I) Data Submission

- Click on Submit button to submit the document.

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Final Submission Help

Pre Reg. No.:- 202300000045

Submit Data

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(J) Appointment

- Select Date.
- Select shift and select Time.
- Click on Save button to Save Appointment Details

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Application Submitted Successfully

A - General Information | B - Property Details | C - Party | D - Witness | E - Fee Calculation | F - Pre Registration Summary | G - Payment | H - Upload Document

I - Data Submission | **J - Appointment**

Appointment Details :- West Punjabi Bagh [Help]

Note: Red marked slots are not available.

Pre Reg. No.:- 202300000045

Date* 26-05-2023

Select Shift* General

Note 1 : Lunch time from 14:00 To 14:30

13:30-14:00

[Save] [Cancel]

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National Generic Document Registration System
Department of Land Resources
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Slot allocated Successfully

Document Entry [New Document Entry] [Help??]

Show 10 entries | Search:

Select	Pre Reg. No.	Article	Document Title	Category of the Locality	Status	Pre Reg. Summary	Registration Office	Appointment	Remark
Select	202300000045	Sale Deed	SALE WITHIN MC AREA	WEST, Punjabi Bagh, Arhant Nagar	Submitted	PDF	West Punjabi Bagh	26-05-2023 13:30-14:00 Reschedule Appointment	
Select	202300000007	Sale Deed	SALE WITHIN MC AREA	EAST, Preet Vihar, Aasirwad Apartments	Registration Process	PDF	West Punjabi Bagh	25-05-2023 12:30-13:30	

Showing 1 to 2 of 2 entries | Previous 1 Next

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Thank You