

User Manual for NGDRS application

# Delhi Citizen User Manual



**Version 1.0**

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

## HomePage



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

[Skip to main content](#) -A A A+




# National Generic Document Registration System

Department of Land Resources - Government of India  
Delhi Online Registration Information System Govt. of N.C.T. Delhi Delhi




Registry



### Citizen

[Login](#) [Register](#)




### Organization






[Login](#)

arh, Dadra & Nagar Haveli, Goa, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Maharashtra : (CIDCO, Pvt. Builder Module), Manipur, Mizoram, Pu

## ROLLED OUT STATES OF NGDRS

( National Generic Document Registration System )





[FeedBack](#) [User Manual](#) [NGDRS Downloads](#)  
[Help \(Manuals\)](#)

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This site is best viewed in 1024 x 768 resolution & above


[Top](#)

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

**NGDRS**

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

Home  
Data Entry  
E-Search  
User Management  
Valuation  
Payment Services



## National Generic Document Registration System

### Department of Land Resources

Government of India - Ministry of Rural Development

100th Anniversary  
भारत INDIA  
INDIA NON JUDICIAL  
Duty & Regis

Citizen Registration

Citizen Type
☒ Indian
☐ NRI
Select Type
Citizen

Authorized Person Name\*
MAYURI
S
ARGUNDE

Contact Person Address

Building Name / No. / Floor
ABC
Street/Locality
ABC

City
ABC
Pin Code
895566

Select State\*
Delhi
Select Sub Division\*
Mayur Vihar

Contact Person ID Details

Email Id
abc@gmail.com
Mobile No.\*
8976546546

Select Id Proof\*
Driving License
Id Proof No.\*

Aadhar No.\*

Username & Password

Username\*
test


Password\*
Confirm Your Password\*

Captcha\*
H3YE4D


In Case You Forget Your Password

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

Submit
Cancel

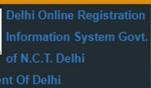

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## Citizen Login Page

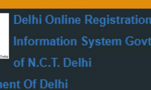
- Click on Citizen Login. Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Get OTP button to get OTP.
- Enter OTP.
- Click on Login.



Sign in to start your session.

Enter Login Details,  
CAPTCHA code and  
OTP

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



## Document Entry

New Document Entry

Help??

entries

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



## (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.

**NGDRS**

Skip to Main ContentEnglishA+AA-ayuri

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

HomeData Entry

A-General Information

B-Party

C-Witness

D-Fee Calculation

E-Pre Registration Summary

F-Payment

G-Upload Document

H-Data Submission

Payment Services

**A - General Information**

**I - Appointment**

General Information

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 EntryEnglish

Article\*23 Sale Deed

No. of Pages\*20

Document Execution Type\*Document Executed In India

Date of Execution\*25-05-2023

Advocate Name[ENGLISH]

Document TitleSALE WITHIN MC AREA

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

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Top

## (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.

NGDRS

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

Government Of Delhi

Home

Data Entry

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

☒

A-General Information

☒

B-Property Details

☐

C-Party

☐

D-Witness

☐

E-Fee Calculation

☐

H-Upload Document

Payment Services

Skip to Main Content

English

A+

A

A-

mayuri

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 \*

Sub-Division \*

Area/Locality \*

Area Type \*

Local Governing Body

QView Rate

Search...

Property Usage

☒ Flat Commercial Use

☐ Flat Residential Use

☐ Commercial Structure

☐ Residential Structure

Dependency Attributes

Stores/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.

**NGDRS**

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

Home

Data Entry

E-Search

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

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: SELLER

Select Party Category: Individual

Is Executor? :- \*

Salutation :- \*

Party Full Name :- \*

Father / Husband Full Name :- \*

Select Main Caste :-

Age :- \*

UID :-

Identification Type ID :- \*

Identification Description :- \*

PAN/Form 60/61 :-

Gender :- \*

Occupation :-

Mobile No. :- \*

Presentation Exemption :-

District :- \*

Division :- \*

Village :- \*

Home Visit :-

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.

**NGDRS** Skip to Main Content English A+ A A- mayuri

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

Government Of Delhi

Home

Data Entry

E-Search

User Management

☒ A-General Information  
☒ B-Property Details  
☒ C-Party  
☒ D-Witness  
☒ E-Fee Calculation  
☒ H-Upload Document

**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

I - Data Submission J - Appointment

**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 Executer? :- 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 :- 45454545

PAN/Form 60/61 :- --Select--

Gender :- Female

Occupation :- Agricultural, fishery and related labour

Mobile No. :- 7878875645

Presentation Exemption :- --Not Applicable--

District :- CENTRAL

Division :- Kashmiri 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	<b>Set as Presenter</b> 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	<b>Presenter</b> 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 -

NGDRS

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

Government Of Delhi

Home

Data Entry

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

Payment Services

Skip to Main ContentEnglishA+AA- mayuri

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

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

Save

Cancel

Name

Action

### Witness 2 -

NGDRS

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

Government Of Delhi

Home

Data Entry

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

Payment Services

Skip to Main ContentEnglishA+AA- mayuri

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

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

Save

Cancel

Name

Action

MADHURI AHER


Edit


X

## (F) Stamp Duty

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

**NGDRS**

Skip to Main ContentEnglishA+AA- mayuri



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

[Home](#)  
[Data Entry](#)  

☒ A-General Information

☒ B-Property Details

☒ C-Party

☒ D-Witness

☒ E-Fee Calculation

☒ H-Upload Document

[Payment Services](#)

A - General InformationB - Property DetailsC - PartyD - WitnessE - Fee CalculationF - Pre Registration SummaryG - PaymentH - Upload Document

I - Data SubmissionJ - Appointment

Stamp Duty/Registration Charges/Other Charges

HelpExemption Help

Pre Reg. No. :-202300000045

Stamp Duty Calculation

Fee Rule

SALE WITHIN MC AREA

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

Stamp Duty Calculation

Market Value/SR Value31500000

Male Share20

Female share50

Consideration Amount31500000

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 & NextCancel



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## (G) Pre Registration summary

- Click on Download PDF to download Summary Report.

**NGDRS**

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

Government Of Delhi

Home

Data Entry

☒ A-General Information

☒ B-Property Details

☒ C-Party

☒ D-Witness

☒ E-Fee Calculation

☒ F-Pre Registration Summary

☒ G-Payment

☒ H-Upload Document

Payment Services

Skip to Main Content

English

A+

A

A-

mayuri

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

Download PDF



  
Pre Registration Summary

Date :- 26-05-2023 12:29 pm

Office Name :- West Punjabi Bagh  
Token No:- 202300000045

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	
Storeys/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			
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.

**NGDRS** | Skip to Main Content | English | A+ | A | A- | mayuri

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

Government Of Delhi

Home

Data Entry

A-General Information  
B-Property Details  
C-Party  
D-Witness  
E-Fee Calculation  
H-Upload Document

Payment Services

**File Uploaded 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

**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) *	<a href="#">Choose File</a> <a href="#">No file chosen</a>	<a href="#">Download</a>	<a href="#">Upload/Update</a>
Original ID Proof of the concerned Parties (File Size:10MB) *	<a href="#">Choose File</a> <a href="#">No file chosen</a>	<a href="#">Download</a>	<a href="#">Upload/Update</a>
In case of agri land noc req (File Size:10MB) *	<a href="#">Choose File</a> <a href="#">DUMMY.pdf</a>		<a href="#">Upload/Update</a>

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- Click on Download link to download the uploaded document.

## (I) Data Submission

- Click on Submit button to submit the document.

**NGDRS** | Skip to Main Content | English | A+ | A | A- | mayuri

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

Government Of Delhi

Home

Data Entry

A-General Information  
B-Property Details  
C-Party  
D-Witness  
E-Fee Calculation  
H-Upload Document

Payment Services

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

**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

**NGDRS** Skip to Main Content English A+ A A- mayuri

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

Government Of Delhi

Home

Data Entry

A-General Information  
B-Property Details  
C-Party  
D-Witness  
E-Fee Calculation  
H-Upload Document

Payment Services

**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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Digital India

**NGDRS** Skip to Main Content English A+ A A- mayuri

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

Government Of Delhi

Home

Data Entry

E-Search

User Management

Valuation

Payment Services

**National Generic Document Registration System**  
Department of Land Resources  
Government of India - Ministry of Rural Development

**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 , Anihant 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***