

Office of Inspector - General of Registration, Lucknow, Uttar Pradesh.

Notification

No: 15/2024/ 2491/C.O.L.

Lucknow; Dated: 02 August, 2024

In exercise of the power s under s ection 69 of the Registration Act, 1908 (Act n o. 16 of 1908) as amended in its application to the State of Uttar Pradesh, the Inspector - General of Registration, Uttar Pradesh, with the approval of the State Government, make s the following rules regarding registration and scanning of documents under the aforesaid Act for online application and registration through software provided on the website of Stamp and Registration Department , Uttar Pradesh:-

The Uttar Pradesh Online Registration of Documents Rules, 2024

Short title , extent and commencement	1	(1)	These rules may be called the Uttar Pradesh Online Registration of Documents Rules, 2024 .
		(2)	They shall extend to the whole of Uttar Pradesh.
		(3)	These rules shall come into force from the date of their publication in the official G azette.
Definitions	2.	(1)	In these rules, unless the subject or context otherwise requires ,—
		(a)	"Act" means the Registration Act, 1908 (Act no. 16 of 1908) ;
		(b)	"Authentication" means the process by which the Aadhaar number along with demographic information or biometric information of an individual is submitted to the Central Identities Data Repository (CIDR) for its verification and such Repository verifies the correctness, or the lack thereof on the basis of information available with it ;
		(c)	"Authorized Officer" means the officer authorized by the specified entity to execute the document as executant for the purpose of e-registration ;
		(d)	"DigiLocker" means a secure cloud based platform for storage, sharing and verification of documents and certificates, established by the Ministry of Electronics and I nformation T echnology (MeitY) of the Government of India under the Digital India program me ;
		(e)	"Document Handling Fee" means the fee payable for strengthening the office and computerization and for scanning and digitizing documents preserved in the r ecord r oom ;
		(f)	"e-Book" means the software-generated book of the register as defined under section 51 of the Registration Act , 1908 (Act no. 16 of 1908) , which includes additional books of documents generated through the e-registration and e-filing process ;
		(g)	"e-execution" or "electronic execution" means electronic signature on documents or e-signature of Aadhaar or electronic signature as defined under section 2(1)(ta) of the Information Technology Act, 2000 (Act no.21 of 2000);
		(h)	"e-filing" means online or electronic filing of documents of property referred to in sections 18(c) and 89 of the Act filed through the e-filing module ;

- 1- यह शासनादेश इलेक्ट्रॉनिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है ।
- 2- इस शासनादेश की प्रमाणिकता वेब साइट <http://shasanadesh.up.gov.in> से सत्यापित की जा सकती है ।

		(i)	"e-KYC" means voluntary use of Aadhaar number holders to establish their identity across various applications in a paperless and electronic form while maintaining their privacy, security, and inclusion ;
		(j)	"e-Registration" means online or electronic registration of documents ;
		(k)	"Hardware" includes electronic devices such as computers, scanners, printers, compact discs, hard drives, etc., which are used to capture, store or modify data in digital form ;
		(l)	"Inspector - General of Registration" means the Inspector - General of Registration appointed under section 3 of the Registration Act, 1908 (Act no . 16 of 1908) ;
		(m)	"Online Document Registration Software" means a software module developed by the Inspector - General of Registration for the registration of properties under these rules. It includes an "e-Registration Module" and an "e-Filing Module" ;
		(n)	"Recording" means recording data on electronic storage media such as compact discs, tapes, hard discs and similar media, including images, to preserve them for a long period and retrieve them as and when required and includes re-recording ;
		(o)	"Registration Officer" means Registrar and Sub-Registrar appointed under sections 6, 11, and 12 of the Registration Act, 1908 (Act no. 16 of 1908) and includes e-Registration Officer ;
		(p)	"Scanner" means an electronic device used in conjunction with a computer and appropriate software to convert paper documents into electronic digital images for storage on electronic media and for reproduction as and when required, and the word scanning or scans shall be construed accordingly ;
		(q)	"Specified Entity" means any Government/Semi-Government Department or any such organization/unit which the Inspector - General of Registration authorizes for e-registration ;
		(r)	"Unique Application Number" means the automatically generated application number on the website after the online application is completed for registration of documents under these rules ;
		(s)	"Website" means the official online platform designated by the Uttar Pradesh Stamp and Registration Department for the purpose s of registering documents within the jurisdiction of the State of Uttar Pradesh, which may be updated and amended as deemed necessary .
		(2)	" Words and expressions used but not defined herein shall have the same meaning as respectively assigned to them in the Registration Act, 1908 (Act no. 16 of 1908) and the Information Technology Act , 2000 (Act no. 21 of 2000)."
Preparation for registration of document in case of presence of the party in the registration office	3.	(1)	Before the online submission of the document in the Registration Office for registration, the presenter of each document intended for registration shall apply on the prescribed format by entering the details related to the document on the official website of the Stamp and Registration Department.

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		(2)	After completing the application in the above manner, the presenter of the document shall get a unique application number on the website, which shall be called the unique application number of the concerned document.
		(3)	On completion of the data entry, details of the application shall be displayed on the screen. The party may modify any error before sending the application. No modification shall be possible after sending the application.
		(4)	After completing the application in the above manner, the presenter of the document shall get the print of the details of the application and shall present it before the registering officer at the time of registration.
		(5)	Documents can be submitted to the registration office within 30 days from the day following the data entry for the first time. If the document is not submitted within 30 days, fresh data entry has to be done.
		(6)	Online applications can be made 24x7 hours but registration time shall be during office hours.
		(7)	Stamps and fees to be used in online registration shall be paid through the payment method prescribed by the Government.
Procedure on appearance in the Registration Office for registration of Documents	4.	(1)	To initiate the process of registration of the document, the Registering Officer shall personally sign the printout of the "Pre-Registration Details" of the online application made by the party after obtaining the signatures of the parties and preserve it along with the document in the prescribed manner.
		(2)	The Registering Officer, having been satisfied that the document submitted for registration is suitable for registration under the provisions of the Act, shall complete the proceedings as per the procedure prescribed on the website.
		(3)	The Registering Officer shall satisfy himself about interlineations, time period for presentation, chargeability of stamp duty, jurisdiction, execution, etc., with the provisions of the Indian Stamp Act, 1899 (Act no. 2 of 1899), the Registration Act, 1908 (Act no. 16 of 1908) and the Registration Rules.
		(4)	Capturing of an electronic signature or biometric thumb impression by consent through software module or Aadhaar authentication for identification of executives and capture of digital photograph, as and when required, shall be mandatory for all executives. Wherever required by law, it shall be mandatory to attach electronic signatures and digital photographs and biometric thumbprints of attesting witnesses through the software module.
		(5)	After the completion of the above proceedings in respect of each document accepted for registration, a separate registration number of the document shall be automatically generated in the prescribed book on the website and the endorsements prescribed in sections 52, 58, and 60 of the Act shall also be generated automatically.
		(6)	Registering Officer shall get the print of the endorsements of the document on the reverse side of the document and shall obtain the signatures/thumb impressions of the presenter/parties/executives and witnesses of the document at necessary places on the endorsements and shall also put his signature.

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		(7)	Registering Officer after signing the endorsement prescribed under section 60 of the Act, shall get each page of the document scanned on both sides according to the procedure and shall preserve it by uploading on the website in the prescribed manner .
		(8)	For the documents registered under these rules, an index shall be automatically generated on the website as per the format prescribed under the provisions of the Act and the Uttar Pradesh Registration Manual.
E -registration process	5.	(1)	The entity specified by the Inspector - General of Registration shall be authorized to present the executed document in the manner provided on the website. In this process, the presence of the parties for e-registration shall be necessary at the office of the specified entity.
		(2)	"Authorized Officer" shall be appointed for e-registration by the specified entity. An officer not below the rank of a Gazetted officer shall be designated as an authorized officer by government/semi-government organizations. Where a Gazetted officer is not appointed, the senior most officer/personnel posted in that office can be nominated by the specified institution. The number of authorized officers may be more than one depending on the need of specified entity, but in such case the authorized officer should be of Gazetted category only .The regular officer employed by the Board of Directors of private institutions shall be designated as the authorized officer. The authorized officer shall electronically sign the instrument on behalf of the concerned entity as the seller and shall be responsible for the contents of the instrument and the identity of the executors and witnesses.
		(3)	For e-registration, a login shall be created on the website of the Stamp and Registration Department for each specified entity.
		(4)	The information of the scheme selected for e-registration by the specified entity, along with a detailed description shall be made available online to the Inspector General of Registration. The type and nature of the document for e-registration in the selected schemes shall be decided by the Inspector General of Registration. Web integration of the software of the concerned specified entity shall be done with the software of the Stamp and Registration Department.
		(5)	The draft of the documents of the selected scheme shall be sent online for approval on the login of the Assistant Inspector General of the concerned district.
		(6)	After the online approval of the draft/template of the selected scheme by the Assistant Inspector General of the district, the process of e-registration may be started by the concerned specified entity.
		(7)	The biometric device shall be registered on the software of the Stamp and Registration Department for capturing thumb impressions of parties, by each specified entity through its login.
		(8)	Stamp duty and registration fee shall be paid in the manner prescribed by the Inspector General of Registration. It shall be the responsibility of the concerned specified entity to ensure payment of proper stamp duty and registration fee for the related document.

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		(9)	The identity of the party as well as witnesses shall be verified by e-KYC of Aadhaar after consent. PAN Card/Passport/Driving Licence/Arms Licence, shall also be accepted as ID proof, which shall be produced by each executive and witness.
		(10)	Parties to the document may submit their email ID and mobile number for correspondence;
		(11).	Capture of an electronic signature or biometric thumb impression through a software module for e-execution of a document or Aadhaar e-signature and digital photograph by consent, as and when required, shall be mandatory for all executives. Electronic signatures and digital photographs and biometric thumb prints of the attesting witnesses shall be captured through the software module.
		(12)	After completing the proceedings related to the execution of the document and the identification of the parties, the document shall be sent online by the authorized officer of the specified entity to the concerned registration officer in electronic form.
		(13)	The Registering Officer shall verify the document received in electronic form, lock the stamp duty and registration fee paid on the document after verification, cross-verify the identity of the parties through Aadhaar, and satisfy himself about the correctness of captured photographs and thumb impressions. In case of any discrepancy, the registration officer shall return the deed online to the specified entity along with his objections. The concerned entity shall resend the deed online after the disposal of the objection received .
		(14)	After being satisfied as above, the process of registration of the documents shall be completed by the Registration Officer as per the procedure prescribed on the website. For the purposes of these rules , the endorsements under section 52, 58, and 60 of the Act shall be generated automatically, which shall be signed by the Registration Officer by electronic signature or e-signature of Aadhaar.
		(15)	After the electronically registered document is uploaded on the portal of the Stamp and Registration Department, the thumbnail print of its copy shall be preserved by the Registration Officer in the manner prescribed .
		(16)	The presentation of documents for the purposes of section 32 of the Act shall also include presentation of documents by electronic means.
		(17)	The presence of parties to the document before the authorized officer shall be considered as presence under section 34 and 35 of the Act.
E -filing process	6.	(1)	Out of the documents prescribed under section 18 and 89 of the Act, the documents identified by the Inspector - General of Registration for e-registration may be registered through e-filing on the website.
		(2)	For the purposes of e-filing under this rule ,—

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			<p>(1) Capture of an electronic signature or biometric thumb impression through software module for e-execution of a document or Aadhaar e-signature and digital photograph by consent, as and when required, shall be mandatory for all executants. Electronic signatures and digital photographs and biometric thumb prints of the attesting witnesses shall be captured through the software module.</p> <p>(2) PAN Card Number or Aadhaar Number (Unique Identification Number) / Passport / Driving License / Arms License shall also be valid ID proof, which shall be mandatory to be submitted by each executant and witness.</p> <p>(3) The parties may furnish their email ID and mobile number for correspondence.</p> <p>(4) The person who has done the online e-filing of the document identified under section 18 and 89 of the Act, shall be solely responsible for proving the correctness of the contents of the document.</p> <p>(5) The due stamp duty or filing fee shall be paid online only.</p>
Preservation of Registered Documents	7.	(1)	All the data related to the documents registered in the manner prescribed in these rules, in the format required by the Act, shall be preserved on the server in the manner prescribed by the Inspector - General of Registration, Uttar Pradesh from time to time.
		(2)	Such documents which are to be registered through the presence of the parties in the registration office, the provisions prescribed in the Uttar Pradesh (Registration of Documents through Scanning by Computer) Rules 2002 shall be applicable with respect to preparation of deed, size of the deed, format of photocopy of deed, verification of photocopy of deed by the party, Comparison and verification of copy with original deed, capture of photographs and thumb impressions of the parties to the deed such as executant/representative/attorney or witnesses.
		(3)	E-registered / e-filed documents under these rules shall be recorded in separate additional e-book / e-file books and all the data of the document shall be preserved on the server of the Stamp and Registration Department. The thumbnail print of the instrument shall be preserved by the registering officer in the manner prescribed by the Inspector - General of Registration.
		(4)	The facility to download the documents registered/ e-registered/ e-filed in the above manner shall be made available online to the concerned specified entity / Applicant. It may also be sent to DigiLocker or the e-mail address provided by the parties.
E-Search/ Property Search	8	(1)	The Details of registered properties and documents shall be made available online on the website of the Stamp and Registration Department in the manner prescribed by the Inspector - General of Registration.

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		(2)	Certified Copies - On request for e-search/property search, copies of documents registered through online registration or e-registration, or e-filing shall be made available online through the website of the Stamp and Registration Department. The requisite fee shall be paid online or through any other mode of payment prescribed by the Government in this regard. Certified copies of the document shall be made available online only.
		(3)	Certified copies may be issued as per the prescribed procedure on the website after payment of fees as provided by the table of registration fees under section 78 of the Act.
		(4)	Encumbrance / Non-Encumbrance Certificates can be generated by a computer after payment of fees as provided by the Table of Registration Fees under Section 78 of the Act.
	9.	(1)	Each party shall be responsible for verifying the identity of the other party and the validity of its signature on the document.
		(2)	For the purposes of these rules, signature/e-signature on a document shall mean execution and acceptance of the document.
Collected fee management	10.		Document handling fee shall be realised from the parties of the document. Amount of the fee shall be fixed by the State Government. For the smooth operation and modernization of departmental works, State and District User Charge Committee shall be constituted for the management of the collected document Handling fee. Its other conditions shall be determined with the approval of the Government.
Guidelines issued by the Inspector - General of Registration	11.		The Inspector - General of Registration may issue necessary guidelines for conducting various day-to-day activities in relation to the selection of specified entities, registration of documents, e-registration, e-filing, management, maintenance, retrieval of registered documents, etc. The orders/instructions so issued shall have the same effect as if they had been issued under these rules.

Dr. Rupesh Kumar
 Inspector - General, Registration.
 Lucknow, Uttar Pradesh.

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