

Mandatory Uploads for e-Panjiyan System

- 1. Please write your contact mobile number and email id in the document and e Panjiyan application carefully. You may receive SMS/ e mail -alerts from the department/System, as and when required**
- 2. For identification please upload any one of the following photo identity cards - Passport, Driving License, Bank /post office Pass-book, PAN Card, Voter ID, Aadhar Card**
- 3. If the document is related to agriculture land, mention the Bhoo adhikar evam Rin Pustika number in the document, and also upload the copy of the same.**
- 4. If the document is related to agriculture land, mention the details of Khasra in the document and also upload the copy of the same.**
- 5. If the document is related to diverted land, mention the number of diversion order of the competent officer in the document, and also upload the copy of the same**
- 6. If the document is related to immovable property upload the map or three and photographs of the property (vide in 3 angles i.e. front, left, right view).**
- 7. If the document is adjudicated by the collector of Stamps, mention the number and date of the order in the document and also upload the copy of the same.**
- 8. If the document is related to conveyance of property , mention the PAN number (if the value property or consideration amount is five lakhs or above) in the document or produce the form 60-61 duly filled in , as the case may be ,and also upload the copy of the same**
- 9. In non scheduled areas, if the transferor belongs to Schedule Tribe (ST) and transferee is other than Schedule Tribe, mention the number and date of the permission of the Collector in the document, also upload the copy of the same.**
- 10. If seller belongs to Schedule Tribe (ST) and buyer belong to a category other than ST, documents related to transfer of property cannot be registered in the scheduled areas only.**
- 11. In prescribed scheduled areas the transfer of diverted land and plots, where the seller and purchaser belong to the cast other than Schedule Tribe (ST) , permission of Competent Authority is mandatory and the same is to be uploaded on the system.**
- 12. If the transferor is not a citizen of India, mention the number and date of the permission of Competent Authority for such transfer in the document, and also upload the copy of the same.**

13. If you claim any exemption in stamp duty or/and in registration fee, mention the notification number with date and text of the notification in the document and upload the same, otherwise contact the concerning District Registrar.
14. If you want to avail any kind of exemptions which does not figure in the list given in the e panjiyan system, please mention the notification no and upload the same.
15. If you upload or attach any false document or give any false recitals in the document, you will be prosecuted.
16. The uploaded documents would be verified at the Sub Registrar office with the originals.
17. If document is executed on behalf of any cooperative society, firm, company or corporation the resolution and or authorization letter have to be uploaded and the same will be verified at the SR office with originals.
18. Please ensure that the recitals of the property given in the instrument are the same as given and entered in the e Panjiyan system during registration initiation. If it is found that recitals are contrary to the fields entered in the registration initiation, such parties will be liable to be prosecuted and additional duty would be recovered from them.
19. Please ensure that property details mentioned in the recitals of the document, which may affect the duties are exactly as per the actual physical positions and location ,else you will be liable to pay the deficit duties , penalties and /for prosecution.
20. For the purpose of stamp duty, the property /share of the properties mentioned in the recitals, other than required fields of the e panjiyan system, will not be treated as subject matter of the instruments.
21. Registration of the documents is restrained / only if the order passed by the competent court is conveyed to the concerned registering authorities.
22. Registration of documents cannot be by any authority other than civil court.
23. Zahir Suchna / Ishtihaar/Advertisement or protest does not prohibit registering authorities from registering the document.
24. Department does not take any responsibility regarding the title or identity of any of the parties, executants to the document, document is registered as per duties in given it.
25. It is mandatory to mention TIN number in case of Flat/apartments, where sale deed is executed by any builder or promoter.
26. In the e panjiyan system composite documents will not be accepted, separate documents are to be prepared for the same .e.g. A lease cum sale etc. document has to be prepared separately.