



World Bank's Ease of Doing Business report

Registering Property

Inspector General of Registration & Controller of Stamps
Settlement Commissioner & Director of Land Records



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:***
 - 1. Number of procedures required***
 - 2. Time taken for registering property (in days)***
 - 3. Cost as a percentage of property value***
 - 4. Quality of land administration index***

Department is using ICT to transform the following core functions:

- Registration of documents
- Valuation of properties
- Online property cards and maps
- Capturing and preserving copies of registered documents
- Property transactions search report
- Payment of duty and fees
- Grievance redressal



Department of Revenue , Govt. of Maharashtra



Get further information on EoDB on our Website



Department of Registration & Stamps Government of Maharashtra



[Home](#) [Organisation](#) [Publications](#) [Important Links](#) [Citizen's Area](#) [Activities](#) [Downloads](#) [Agencies](#)

Organisation

- › Vision
- › History
- › Structure
- › Offices
- › Functions
- › Orders

Publications

- › Acts
- › Schedules
- › Rules
- › Notifications
- › GRs
- › Circulars
- › ASR Guidelines
- › Fee Structure
- › Reports
- › Department Exam Results

Live Dashboard

Statistics for the Financial year (2017-2018)

All Articles

Documents of
Conveyance and sale

Total Documents Registered Today : 3471

Total Documents Registered this month : 142153

**Total Documents Registered Current
Financial year : 1241921**

*Ease of Doing
Business*

Ease Of Doing Business

*Want to know more about Property Registration Process?
Register for our EoDB consultation workshop. Click here to know more*

SARATHI

Citizen's Area

- › Citizen's Charter
- › RTI Act
- › RTS Act (Section 3 of the Maharashtra Right to Public Services Ordinance, 2015)
- › FAQs
- › Grievance Registration
- › Public Notice
- › Stamp Duty Calculator
- › e-Disnic (English)
- › e-Disnic (Marathi)
- › eCourt

Activites

- › Document Registration
- › Copy and Search
- › Stamp Duty Collection
- › Valuation of Property
- › Filing of Notices

Total Visitor count : **33194207**

Today's Visitor count : **11816**

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Last Updated:



Registration Process

Procedures as per World Bank – 2018 survey

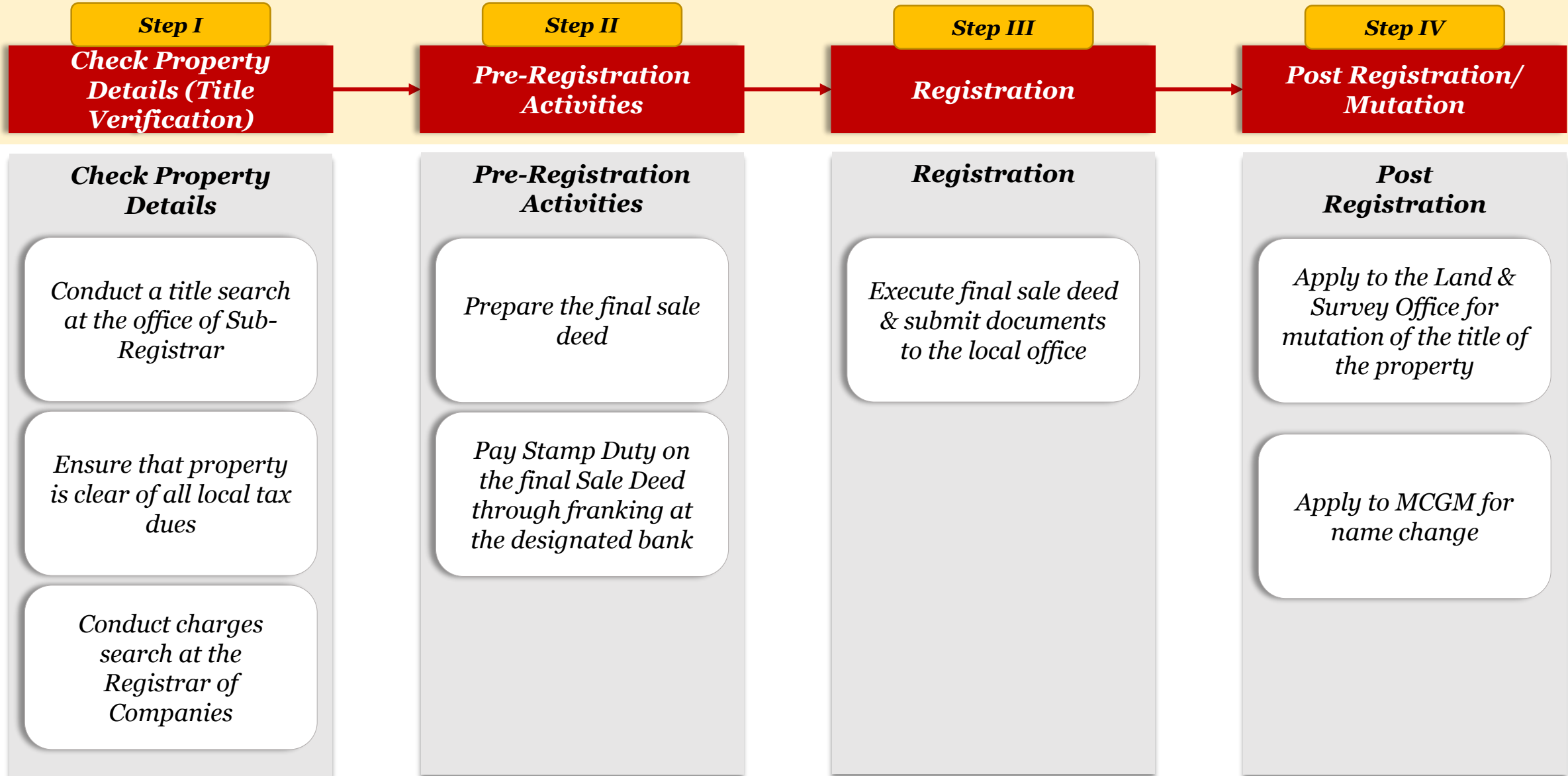
- i) Conduct a title search at the office of Sub-Registrar
- ii) Ensure that property is clear of all local tax dues
- iii) Conduct charges search at the Registrar of Companies
- iv) Prepare the final sale deed
- v) Obtain a certificate for the Tax Deductible at Source (Not mandatory)
- vi) Pay Stamp Duty on the final Sale Deed through franking at the designated bank
- vii) Execute final sale deed and submit documents to SRO
- viii) Apply to the Land and Survey Office for mutation of the title of the property
- ix) Apply to MCGM for name change



Department of Revenue , Govt. of Maharashtra



Indicative Process for Property Purchase

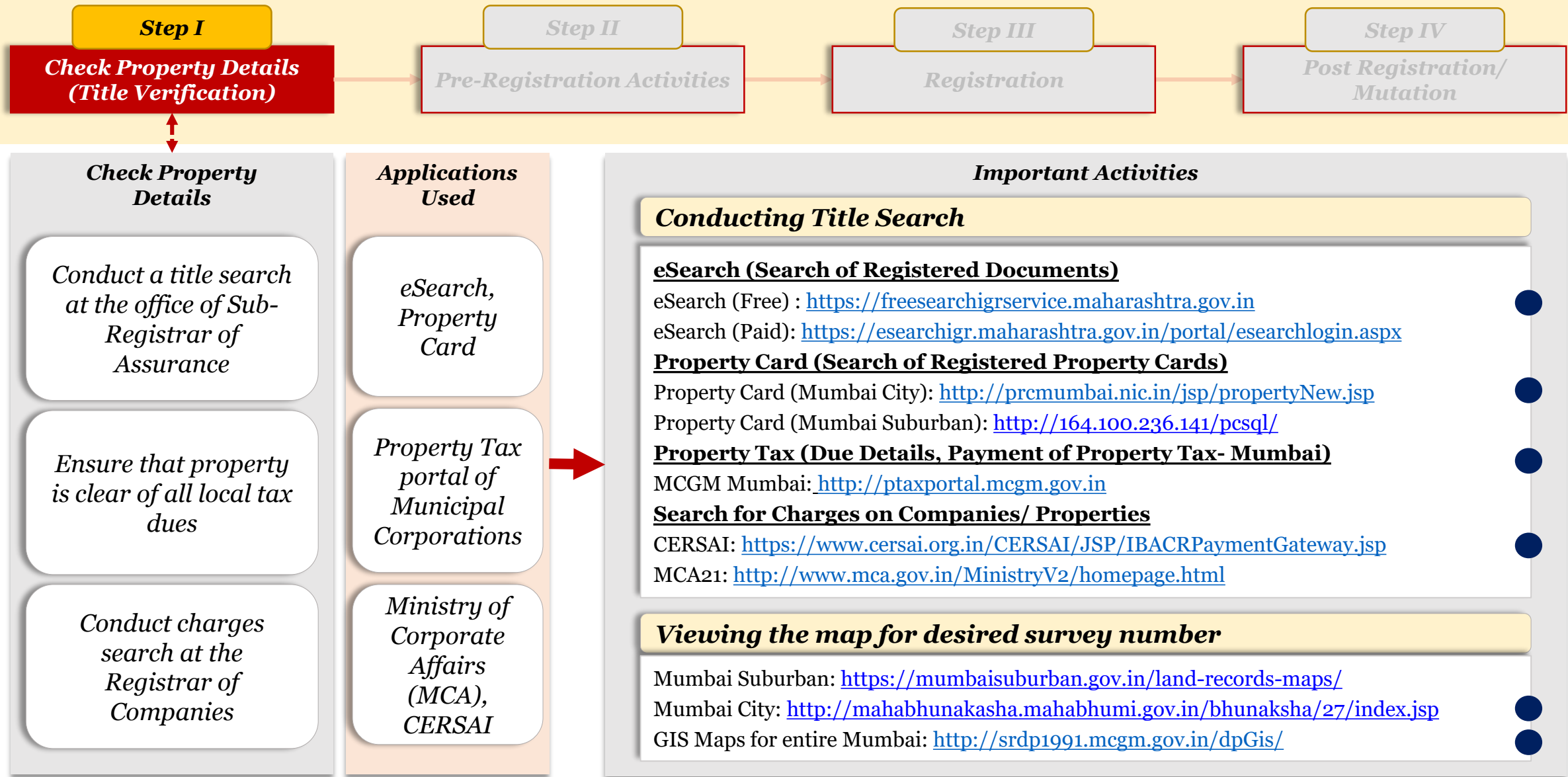




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Indicative Process for Property Purchase

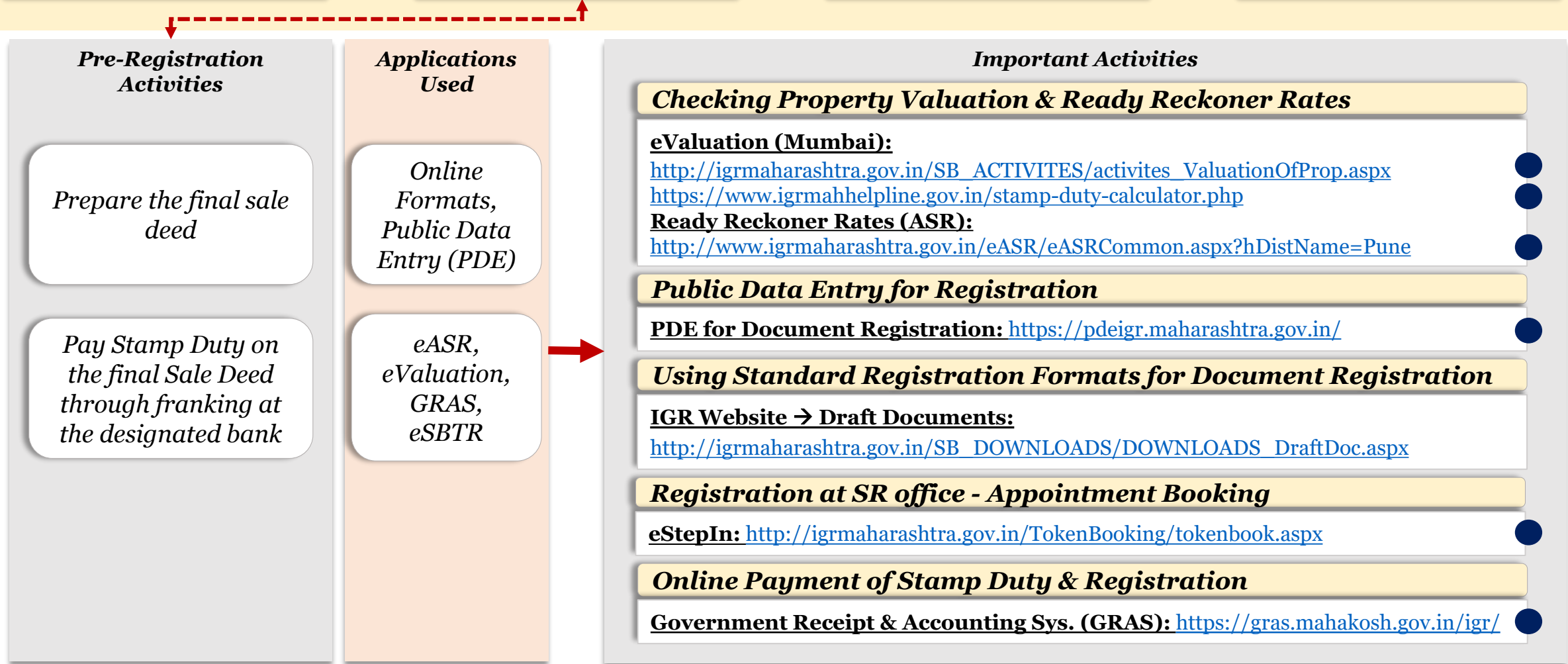
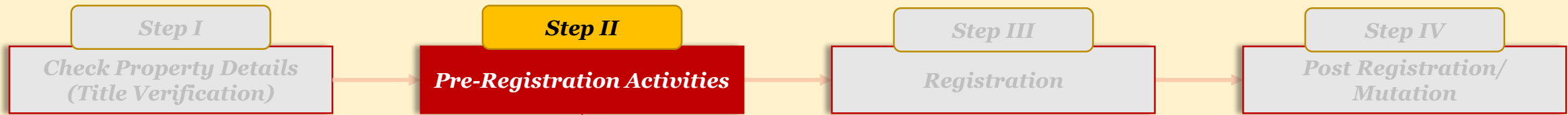




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Indicative Process for Property Purchase

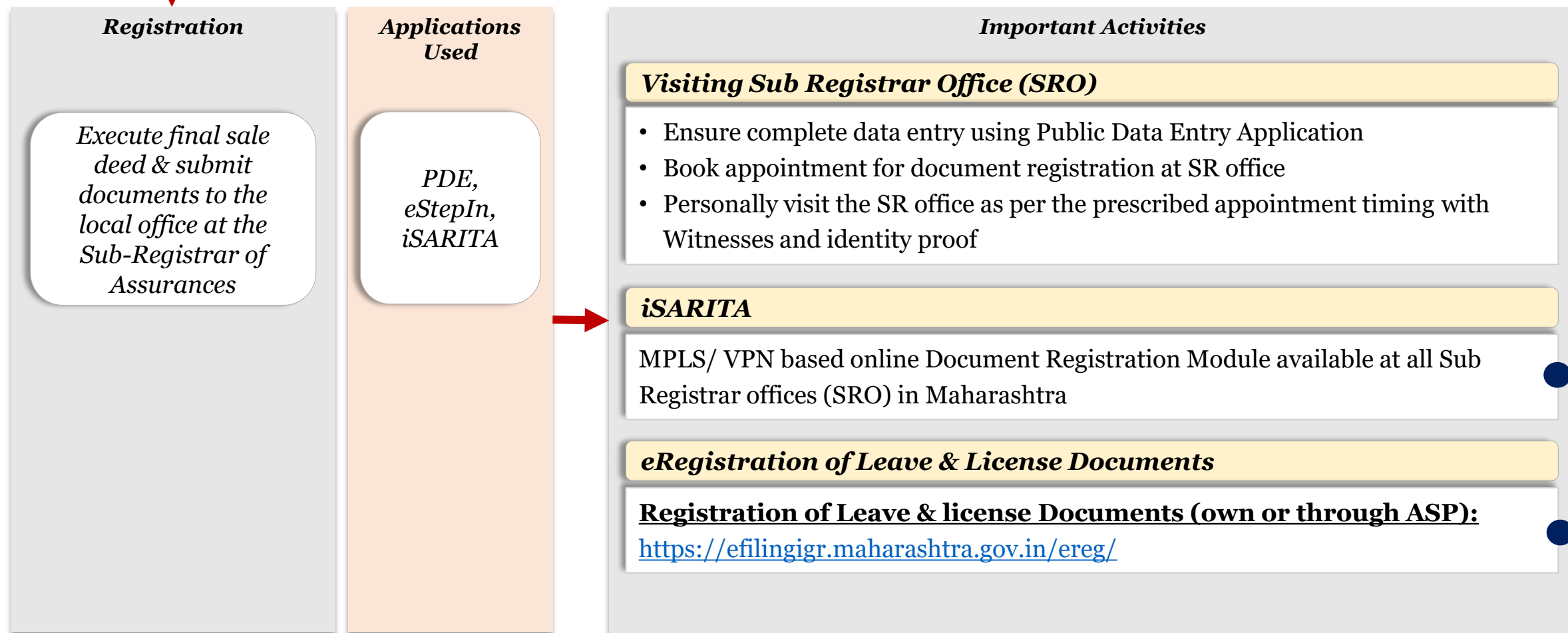
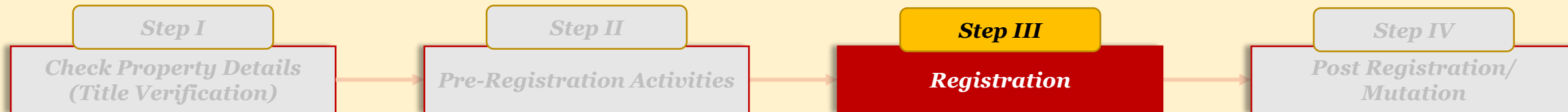




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Indicative Process for Property Purchase

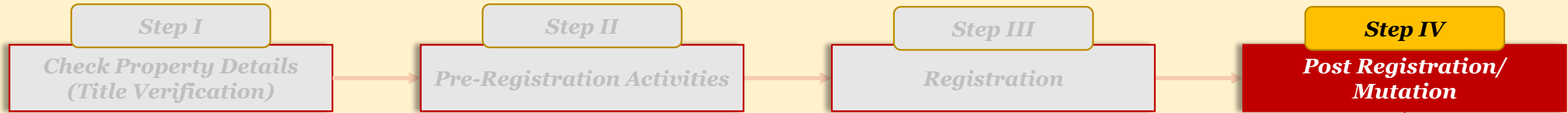




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Indicative Process for Property Purchase



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://freesearchigrservice.maharashtra.gov.in>

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

Mutation Process

Mutation: Updating Record of Rights after registration

Mutation for registered 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. **The process is automatic**

Name change at MCGM property tax records

New owner details are automatically pushed from iSarita to MCGM property tax records. **This process is auto-triggered**



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Property registration data shared with MCGM for name change (auto-triggered)




FORMAT No. 3 (SCHEDULE "E")

To
The Municipal Commissioner,
I/We, shri. dhirajkumar jayantilal Muththa, sau. sangeetadevi jayantilal Muththa Urph Jain , shri. jayantilal bhuraji urph bhurmalji Muththa,
hereby give notice, as required by Sec. 149 of the MMC Act, of the following Transfer of property.

1. Date of Notice: 01/02/2019
2. Date of Instrument: 01/02/2019
3. Name of the Vendor or Assigner: m/s meridiyan kanstrakshan pra.li.tarfe sanchalak shri. akshay jitendra bafna
4. Amount of Consideration: ₹ 15700000/-
5. Name of purchaser or Assignee: shri. dhirajkumar jayantilal Muththa, sau. sangeetadevi jayantilal Muththa Urph Jain , shri. jayantilal bhuraji urph bhurmalji Muththa

Description of property

6. Of what it consists: सदनिका नं: 1403., माळा नं: 14 वा मजला., इमारतीचे नाव: लाईफस्केपस हरि-हर., ब्लॉक नं: खेतवाडी, 3 री गल्ली, रोड नं: एस. व्ही. पी. रोड., इतर माहिती: सी. एस. नं. 705, गिरगाव विभाग, मुंबई 400004 एरिया 671.24 चौ. फुट कारपेट
7. Situation: गिरगाव, 705
8. No. in the Assessment Book: DX0402790030000
9. Collector's No.: 705
10. Dimensions of Land: 671.24 Square Feet
11. Boundries:
12. Registration date of the Instrument: 01/02/2019
13. Remarks: -

Sr. No.	Applicant's Name	Signature/ThumbImpression of Applicant		
01	shri. dhirajkumar jayantilal Muththa			
11	sau. sangeetadevi jayantilal Muththa Urph Jain			
21	shri. jayantilal bhuraji urph bhurmalji Muththa			

TIME taken for Registration Process

Procedure	Time Taken-EODB 2018	REVISED- Time Taken
i) Conduct a title search at the office of Sub-Registrar	7 days combined	<u>1 day</u> <i>(Integrated portal to carry out all the checks)</i>
ii) Ensure that property is clear of all local tax dues		
iii) Conduct charges search at the Registrar of Companies		
iv) Prepare the final sale deed	7 days	<u>1 day</u> Sample formats already available for 16 types of documents.
v) Obtain a certificate for the Tax Deductible at Source	7 days (simultaneous with procedure 6)	Not required
vi) Pay Stamp Duty on the final Sale Deed through franking at the designated bank	Less than a day (online procedure) (simultaneous with procedure 5)	<u>Less than a day</u> (online procedure)
vii) Execute final sale deed & submit documents to SRO	3 days	<u>1 day</u>
viii) Apply to the Land and Survey Office for mutation of the title of the property	30 days	<u>Application is Online (Auto-mutation)</u>
ix) Apply for name change at MCGM	30 days	<u>Less than a day - Online (Auto-triggered)</u>



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ASSOCIATED COSTS with Registration Process

Procedure	COST-EODB	REVISED- COST
i) Conduct a title search at the office of Sub-Registrar	Rs. 750	<i>May further be reduced to Rs. 100.</i> Not prescribed by the Act & hence controlled by the State Government.
ii) Ensure that property is clear of all local tax dues	No charge	No charge
iii) Conduct charges search at the Registrar of Companies	Rs. 100	Government may take a decision in coordination with MCA to <u>waive off Rs. 100</u> OR to be reconciled with IGR
iv) Prepare the final sale deed	About 1% of the property value (About INR 62,711)	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	About 1% of the property value (About INR 62,711)	Not applicable as TDS is not a cost
vi) Pay Stamp Duty on the final Sale Deed through franking at the designated bank	5% of property value (About INR 313,555)	<u>0 to 2.5%</u> levied for certain units like IT, BT, Mega Projects & SEZ
vii) Execute final sale deed and submit documents to SRO	INR 30,200 (1% of market value of the property + INR 20 per page of for scanning charges)	<u>1% of market value of the property + INR 20 per page as scanning charges</u>
viii) Apply to the Land and Survey Office for mutation of the title of the property	INR 750	<u>ZERO</u> <i>(Indemnity bond is no longer applicable & no application fees for Mutation certificate)</i>



Points to note: Reforms in Registering Property

- Integrated portal being developed for carrying out the following checks:
 - Legal Checks: Record of Rights, Maps, eSearch
 - Financial Checks: Financial dues, CERSAI, ROC charges, prop. Tax (MCGM), utilities dues
 - Registration: Valuation, stamp duty, appointment
 - Mutation: Application and status tracking
- Editable templates for different document types are available on IGR website
- TDS certificate is not mandatory for registration – notice is displayed in SROs
- No need to manually apply for property title mutation at City Survey office – auto-mutations
- No need to manually apply at MCGM for name change on property tax records – process automated
- Anyone can consult maps at the city survey office. Majority of maps of land plots of Mumbai are in digital format
- Timeframe for giving updated maps is 30 days, as notified under RTS (https://bhumiabhilekh.maharashtra.gov.in/Site/Upload/Pdf/Rts_Eng.pdf)



Points to note: Reforms in Registering Property

- All privately held land plots in the Mumbai are formally registered. After proper survey, records and maps of all privately held land plots are kept in City Survey offices (immovable property registry).
- On an average, it takes less than a year to get a decision from Revenue Court regarding property dispute cases
- Grievances related to property registration can be filed through multiple specific and separate channels:
 - Email - complaint@igrmaharashtra.gov.in
 - Online - Website: <http://grievanceigr.maharashtra.gov.in/>
 - Call center - SARATHI helpline: 8888007777 (7 am to 9pm)
 - Aaple Sarkar portal
 - Soon, District Collectors may be declared as are grievance redressal officers for property related disputes



Contact Us - IGR



नोंदणी व मुद्रांक विभाग
महाराष्ट्र शासन

SARATHI
सारथी

SARATHI Helpline

8888007777

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

***Post your issues/
complaints/
suggestions on:***

complaint@igrmaharashtra.gov.in

<https://grievances.maharashtra.gov.in/en/member/login> (Aaple Sarkar portal)

<http://grievanceigr.maharashtra.gov.in/>
(IGR grievance portal)



Thank you

***We look forward for your continuous
support & suggestions***