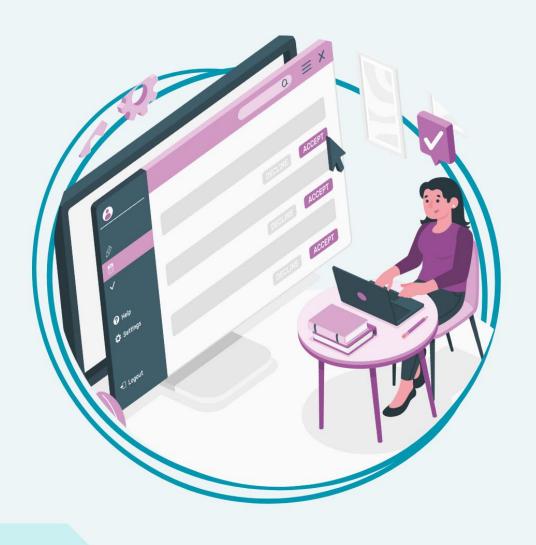


# Department of Registration and Stamps

**Government of Maharashtra** 

# e-Registration 2.0 User Manual





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## **Amendment Log**

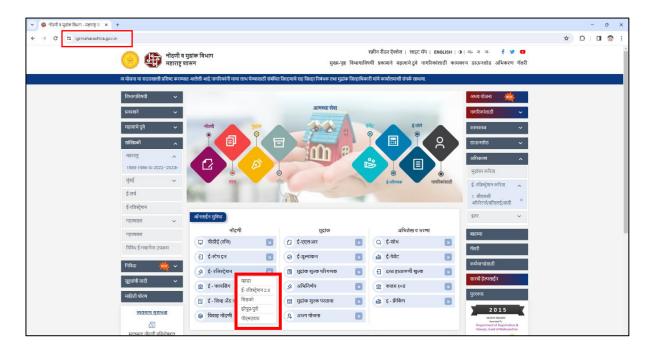
Sr. No.	Version Name	Reviewed By	Approved By	Date
1.	e-Registration V0.1			
2.	e-Registration V0.2			
3.	e-Registration V0.3			
4.	e-Registration V0.4			
5.	e-Registration V0.5			



## 1.0 New Registration

We need to go to the link <a href="https://isarita.igrmaharashtra.gov.in/ISARITA2\_EREG/">https://isarita.igrmaharashtra.gov.in/ISARITA2\_EREG/</a>

Or, the user can go to the website of the Department of Registration and Stamps and click the 'e-Registration' button.



The first-time user needs to register itself. Select the 'Register' option and click the 'Go' button to register a new user.



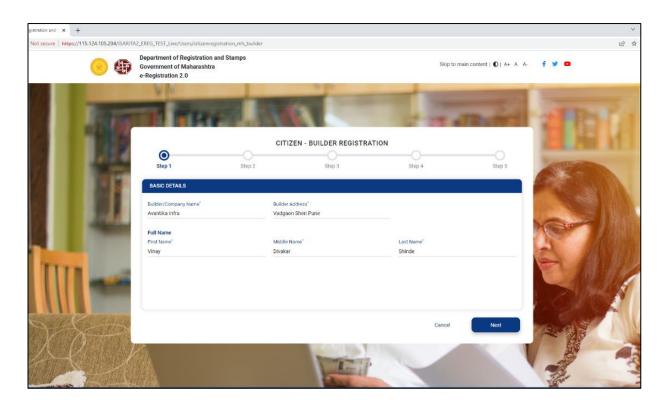


#### 1.1 Registration Form

The user will reach the 'Citizen (Builder) Registration' page. We need to fill in the required information.

#### A. Basic Details

- 1) Enter the Builder/Company Name
- 2) Mention the Building Address
- 3) Enter the full name of the contact person

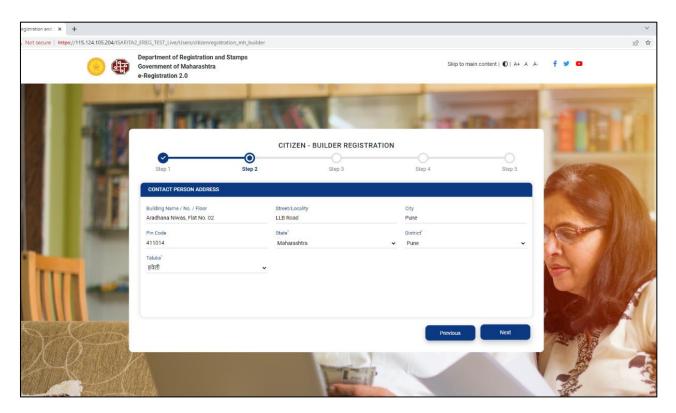




#### **B.** Contact Person Address

In the 'Contact Person Address' section, enter the following details

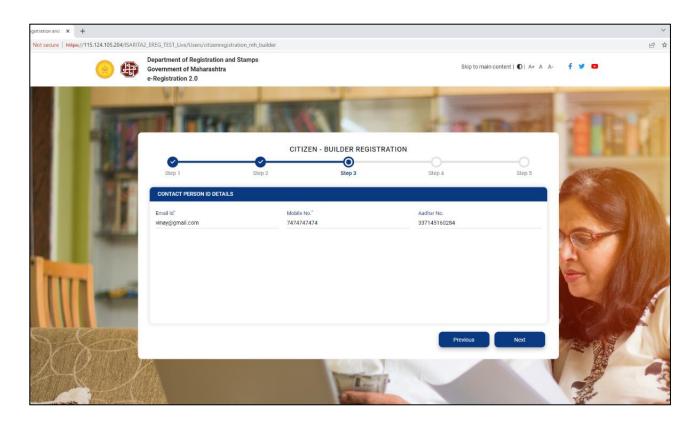
- 1) Building Name / No. / Floor No.
- 2) Mention Street or Locality
- 3) Enter the City name
- 4) Enter the PIN Code
- 5) Select State, District, and Taluka respectively from the respective dropdowns





#### **C.** Contact Person ID Details

In the 'Contact Person ID Details' section, enter the Email ID, Mobile Number, and Aadhaar No. of the concerned person

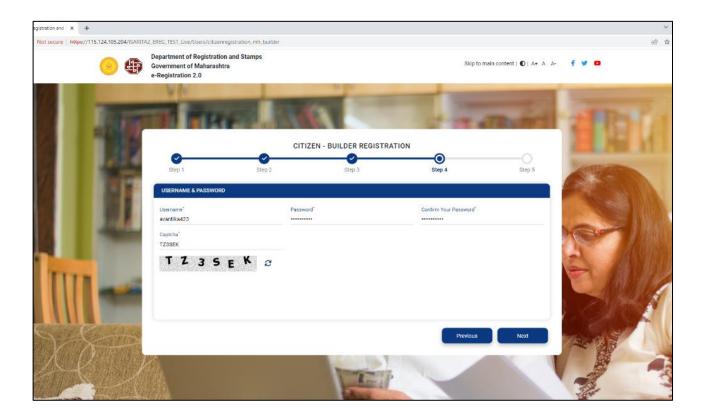




#### D. Username and Password

In the Username and Password section, we create a username and password for our profile. While creating the **Username** we need to follow a few instructions-

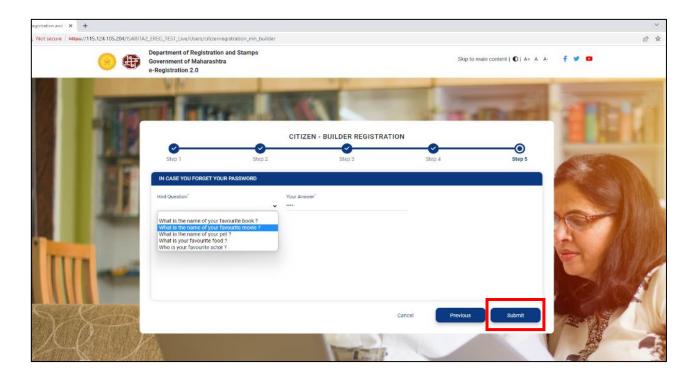
- a) The minimum length for a username is 8 characters and the maximum length is 20 characters
- b) In username, only alphabets, numbers, and underscores are allowed
- 1) We need to follow the instructions stated below for creating the **password**-Password should contain compulsory one uppercase & and lowercase alphabet, one number, and one this @ # \* special character. A minimum of 8 characters are required in the password e.g., Avantika@423
- 2) Confirm the password by re-entering it
- 3) Enter the captcha code shown in the image





#### E. In Case You Forgot Your Password

In case we forget the password, we can retrieve it or create a new one by entering the answer to the hint question we have selected

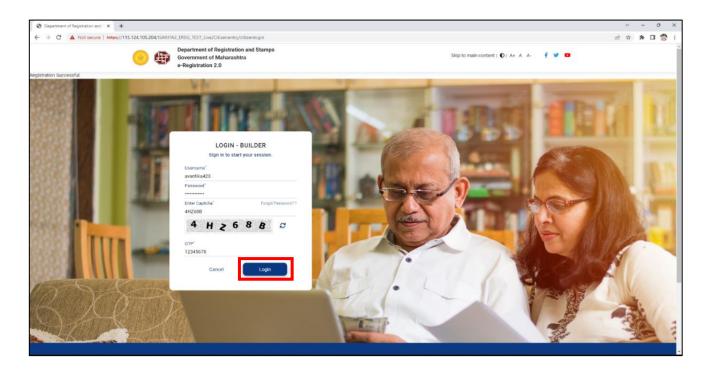


After entering all the fields, click on the 'Submit' button. We have completed the registration process.



#### 1.2 Login

We need to click on the 'Login' button from the homepage. Enter the Username, Password, and Captcha code and click on the 'Send OTP' button. Then we need to enter the OTP sent on the registered mobile number and click on the 'Login' button.

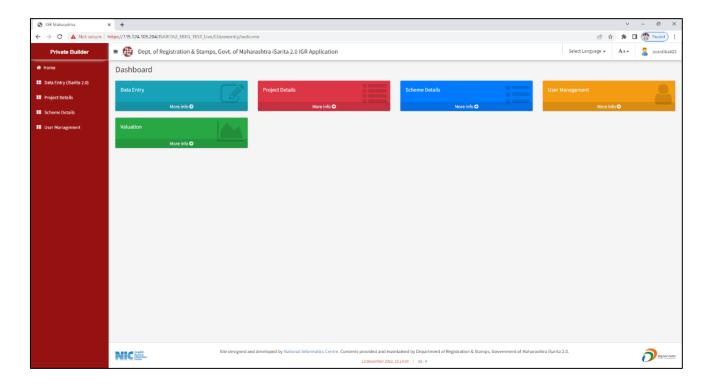




#### 1.3 Dashboard

On the dashboard, we see various tabs like Data Entry, Project Details, Scheme Details, User Management, and Valuation.

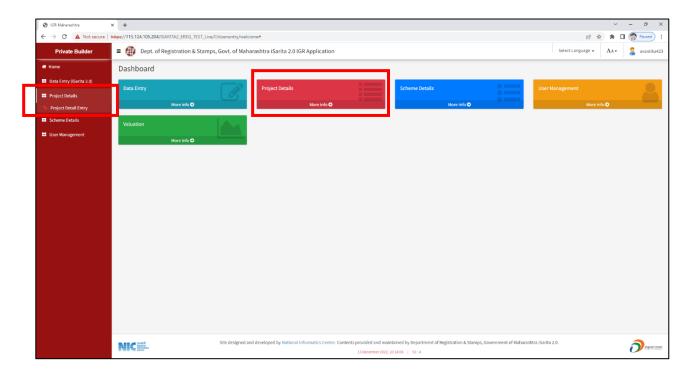
In the sidebar menu, we can see the tabs i.e., Data Entry, Project Details, Scheme Details, User Management, and Valuation.





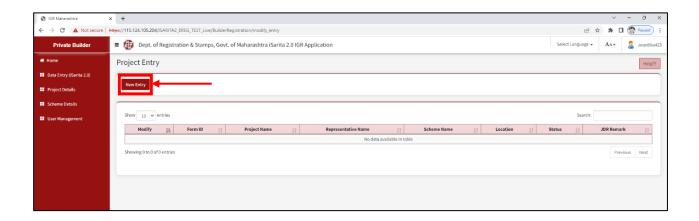
# 2.0 Project Details

To create a new project, we click on the 'Project Details' tab and then click on the 'Project Details Entry' buttons.



Here we see the list of Projects created, we can modify the projects from here.

To create the new project, click on the 'New Entry' button.

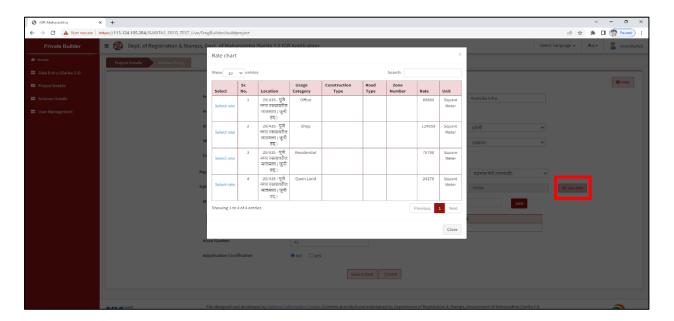




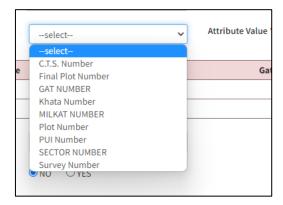
#### 2.1 New Entry- Project Details

We need to fill in the following details

- 1) Enter the Name of the Project
- 2) State the name of the developer/company
- 3) Mention the Project PAN
- 4) Select District, Taluka, and Village respectively from the respective dropdowns
- 5) Select area i.e., Influence, Rural, Urban
- 6) Select the Corporation from the dropdown (Note- Not applicable for Influence and Rural Area)
- 7) Select Report Language- English or Marathi
- 8) Select Location and sublocation respectively from the dropdowns
- 9) Click on the 'View Rate' button, and we see the Rate Chart as shown in the image below. Select the rate of the associated Location and according to the Usage Category, that rate will be shown in the 'Rate' field.



10) Select the attribute type from the dropdown and then enter the attribute number. The entered data will be shown in the column below.



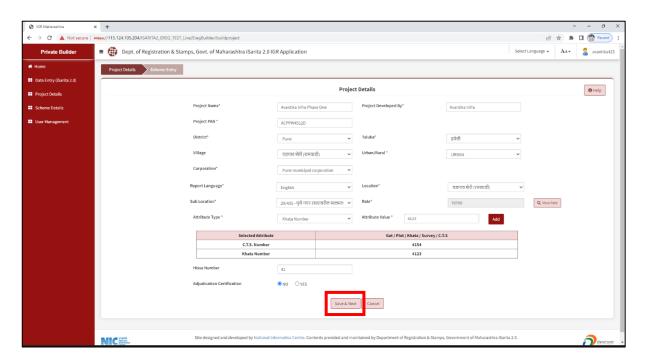


- 11) Enter the Hissa number
- 12) Select yes or no for the Adjudication Certificate

  If yes is selected, enter the Order Number, and Order Date, and then upload the Document



13) After entering all the information, click on the 'Save and Next' button



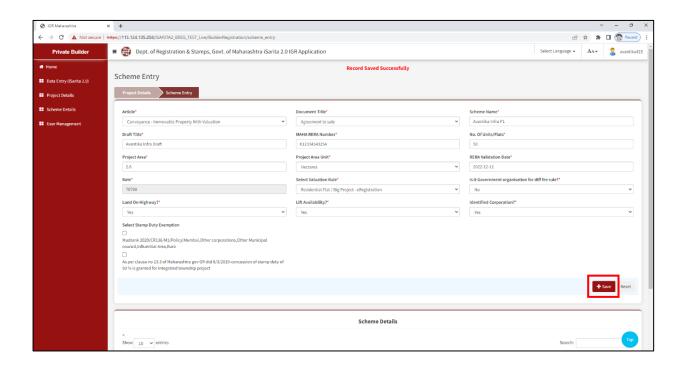


#### 2.2 Scheme Entry

Here we enter the Scheme Details

- 1) Select Article from the dropdown i.e., Conveyance- Immovable Property with Valuation/Lease
- 2) Select Document Title from the dropdown i.e., Agreement to Sale/Agreement for Sale/Articles of Agreement
- 3) Mention the Scheme Name
- 4) Mention the Draft Title
- 5) Enter the MAHA RERA Number
- 6) Enter the No. of Units/Flats
- 7) Mention the Project Area and select the Project Area Unit i.e., Hectares
- 8) Select the RERA Validation Date from the calendar
- 9) Rate is auto-filled
- 10) Select the Valuation Rule from the dropdown
- 11) Mention if it is a government organization for different rule
- 12) Select if the land is on a highway or not
- 13) Specify the availability of the lift- Yes/No
- 14) Select if the corporation is identified or not
- 15) After entering the details, click on the 'Save' button
- 16) If there is a stamp duty exemption, select it from the list
- 17) After entering all the information, click on the 'Save' button

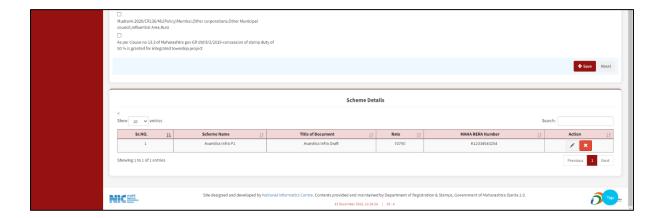
We can add multiple schemes to one project.



#### e-Registration User Manual



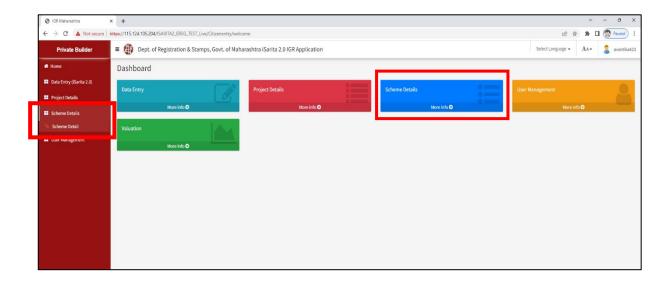
Once we save the scheme entry, we can see the entered details in the grid at the bottom of the page. We have been given edit and delete buttons.



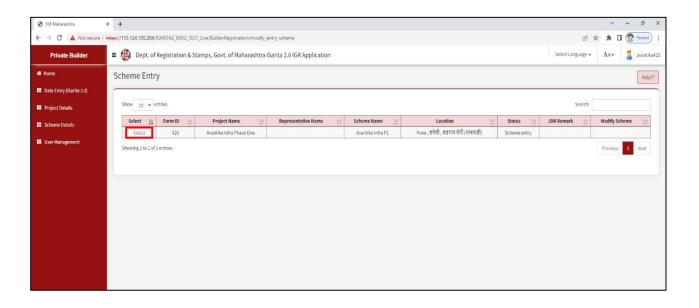


#### 3.0 Scheme Details

The next step is filling in the Scheme Details. We click on the 'Scheme Details' link and then click on the 'Scheme Details' button.



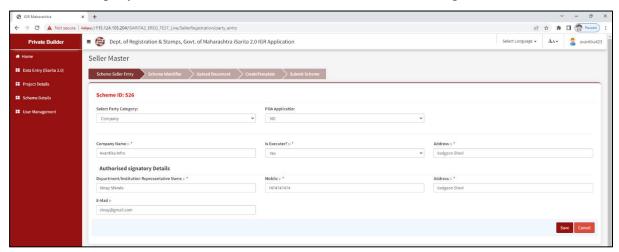
We see the list of entries. Select the Scheme to make a Scheme Entry.



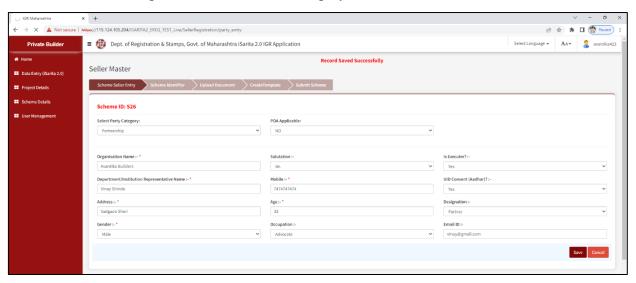


#### 3.1 Seller Master/Scheme Seller Entry

- 1) Select the party category from the dropdown and select if POA (Power of Attorney) is applicable or not. Distinct fields will appear for different party categories, a few of them are displayed below.
  - a) If 'Company' is selected, enter the details as shown in the image

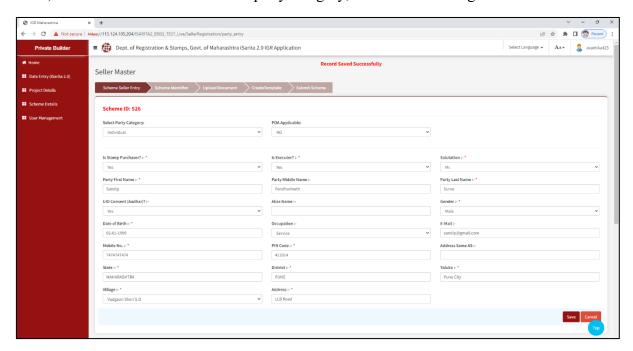


b) If 'Partnership' is selected, enter the displayed details

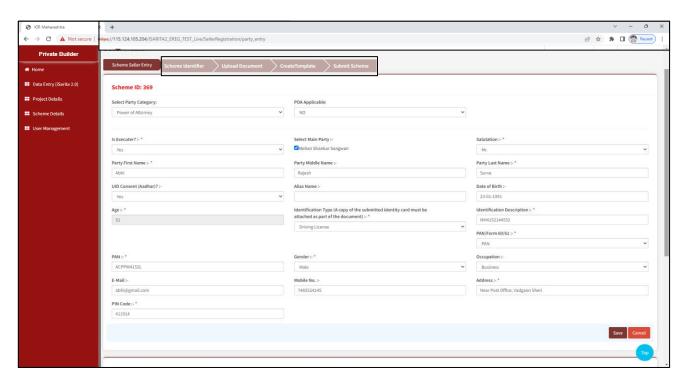




c) If 'Individual' is the selected party category, enter the following details

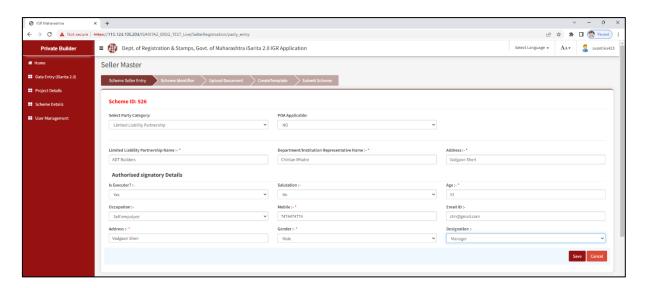


d) If 'Power of Attorney' is selected, enter the details as shown in the image

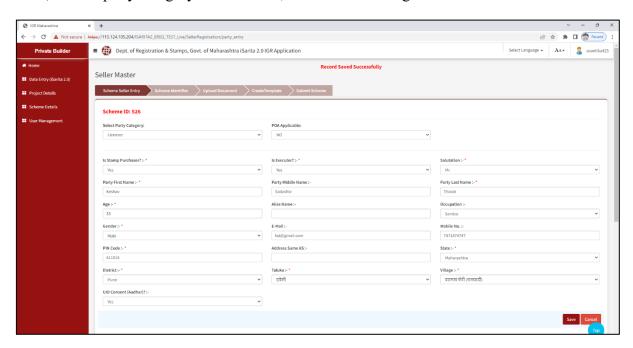




e) If the party category is 'Limited Liability Partnership', enter the following details

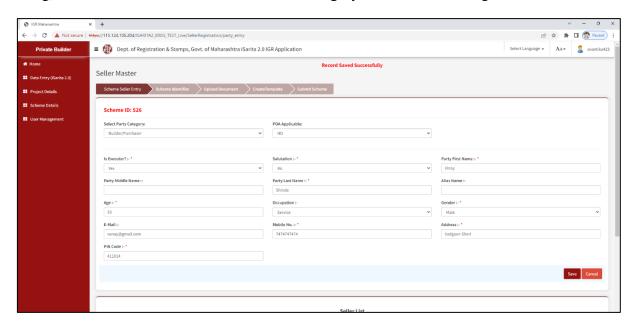


f) If the party category is 'Licensor', enter the following details

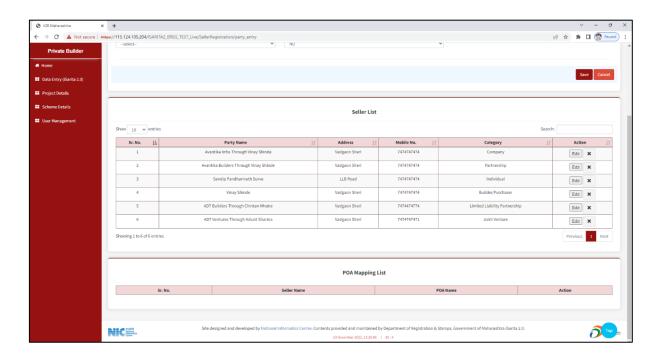




g) If 'Builder/Purchaser' is the selected category, enter the following details



After making the Scheme Seller Entry, all the entries will be displayed in the grid at the bottom of the page. We can edit or delete the entered parties from the 'Action' section

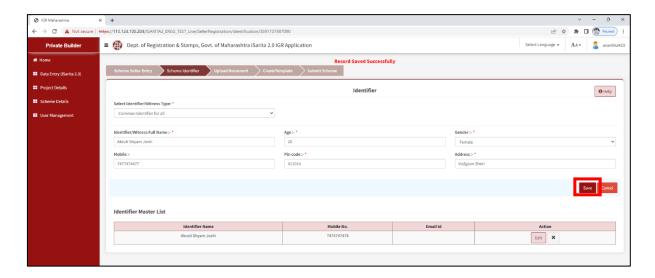




#### 3.2 Scheme Identifier

- 1) Select the Identified/Witness Type from the dropdown
- 2) Enter the full name of the identifier
- 3) Enter the age, gender, and mobile number of the identifier in the respective fields
- 4) Enter the PIN code and Address
- 5) After entering all the details click on the 'Save' button

The entered details will be displayed in the identifier master list



#### 3.3 Common Upload Document/Upload Document

In this section, we need to upload the Sitemap/Payment Schedule, Other Annexure, Floor Plan (File Size- 5 MB) (Deed Order:1)

Only Alphabets, Number, Dash (-), and Underscore (\_) are allowed in a file name.

We need to select the document from the system and then click on the 'Upload/Update' button. The document will be uploaded.



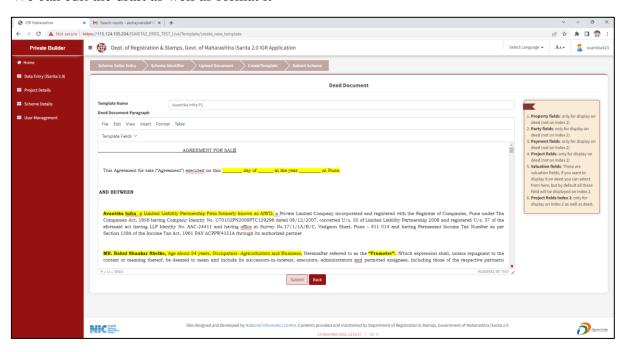


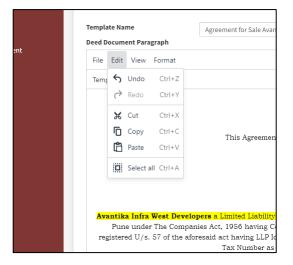
#### 3.4 Create Template/Deed Document

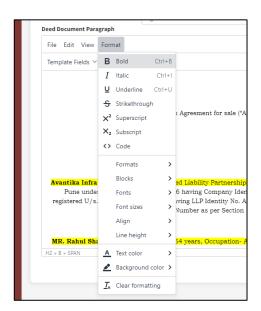
In this section, we paste our deed document and append various fields.

- 1) Enter the template name
- 2) Paste the draft

We can edit the draft as well as format it

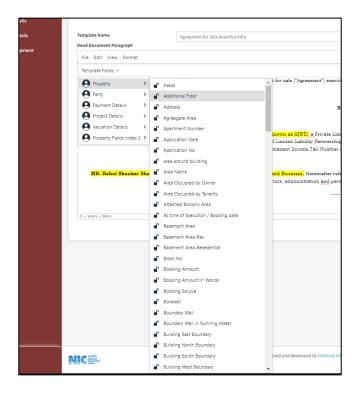


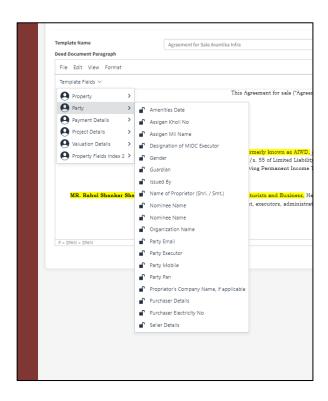


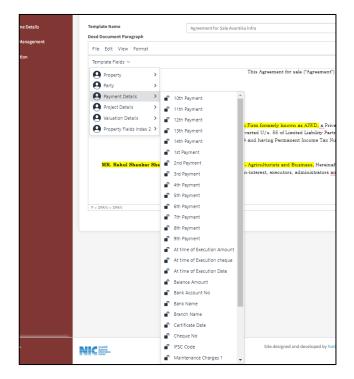


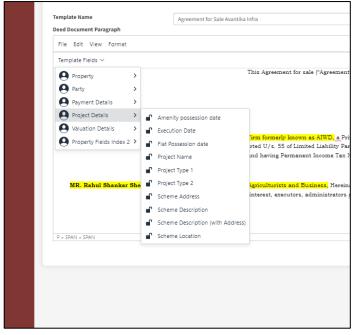


Now we need to append various fields i.e., template fields- Related to Property, Party, Payment Details, Project Details Valuation Details, Property Fields Index 2

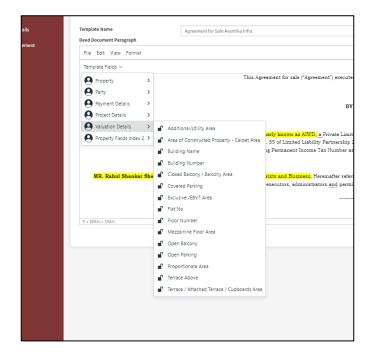


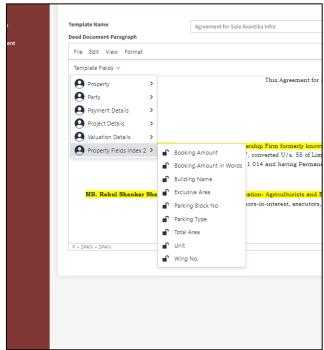




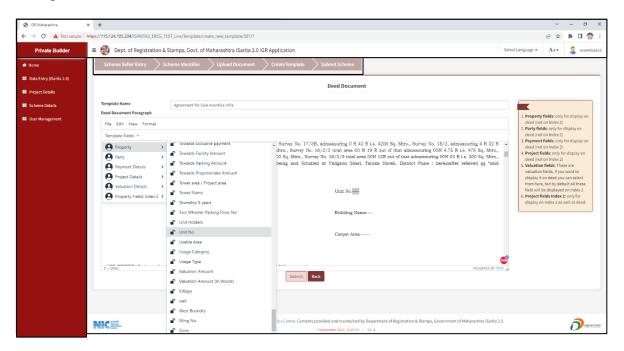






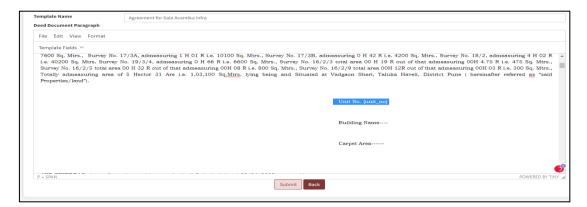


For appending the field, select that property field, go to the template field section, and select the required field.





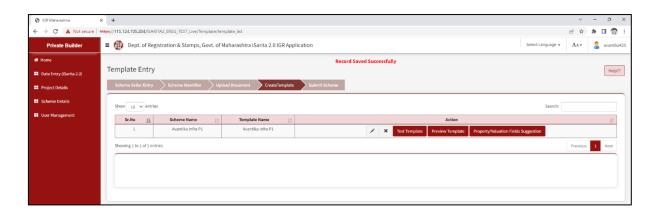
We can see the appended field as shown below.



Following the same steps, we need to append all the required fields and then click on the 'Submit' butt



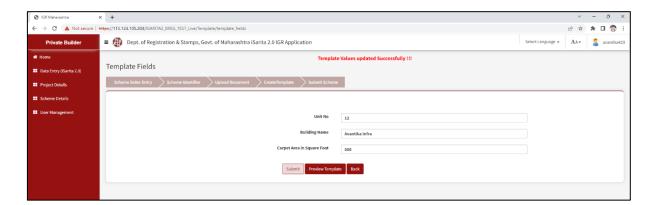
Once submitted, the entered scheme will be displayed as shown in the image. We can edit or delete the template. Three buttons are given, namely 'Test Template', 'Preview Template', and 'Property/Valuation Fields Suggestion'.





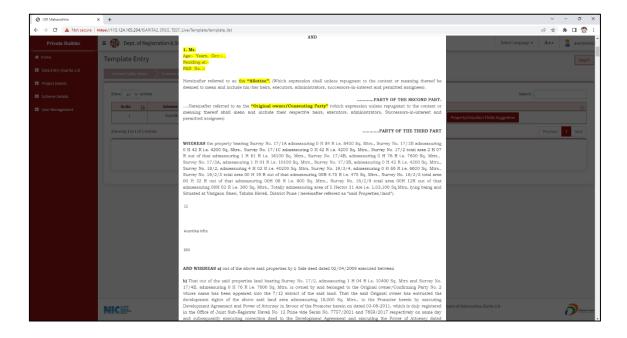
#### 3.4.1 Test Template

Here we need to mention details regarding the appended fields as shown in the image. We can preview the template using the 'Preview Template' button.



#### **3.4.2 Preview Template**

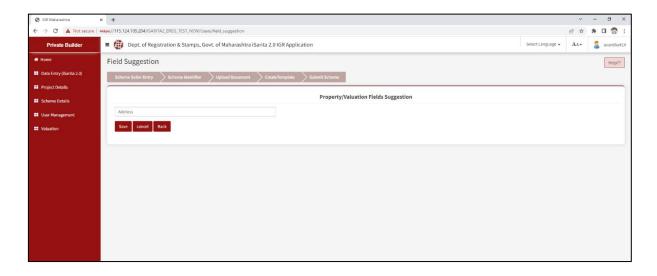
We can have a preview of the draft before the final submission. We can also print this draft.





#### 3.4.3 Property/Valuation Fields Suggestions

Here we can save the Property/Valuation Fields Suggestion.



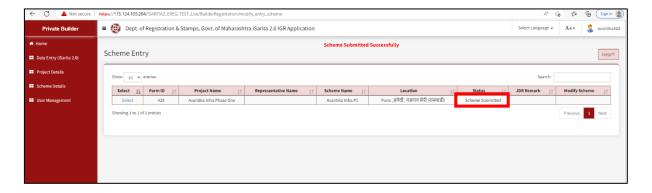
#### 3.5 Submit Scheme

Here we make the final submission to the JDR of the scheme by clicking on the 'Final Submission Scheme' button.



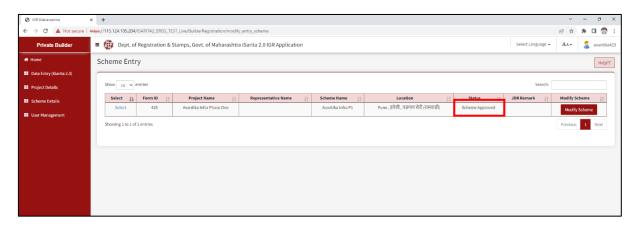


We can see the status as 'Scheme Submitted'



When JDR after scrutiny approves the scheme, the status changes to 'Scheme Approved'

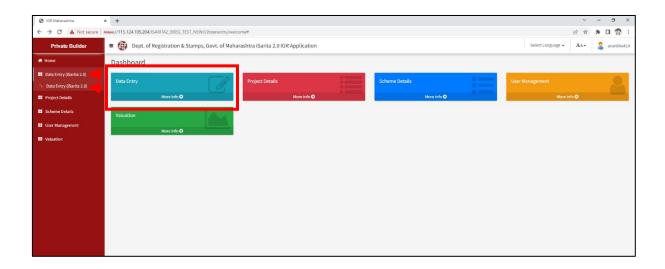
We can modify the scheme by clicking on the 'Modify Scheme' button. We can make the changes and send the Scheme again to JDR for Approval.



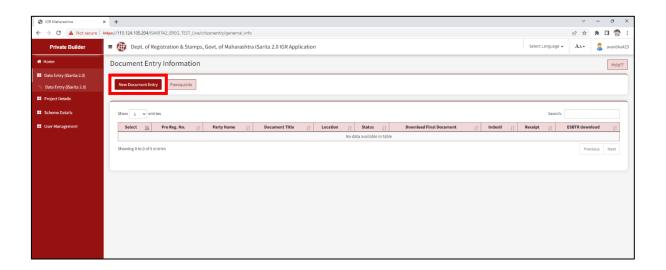


# 4.0 Data Entry

After scheme approval from JDR, we move to the Data Entry process. We can click on the Data Entry tab or from the left sidebar menu, click on the 'Data Entry (i-Sarita 2.0)' link, and then click on the 'Data Entry (i-Sarita 2.0)' button.



In the Document Entry Information, we can see the list of already entered entries. To create a new entry, we click on the 'New Document Entry' button

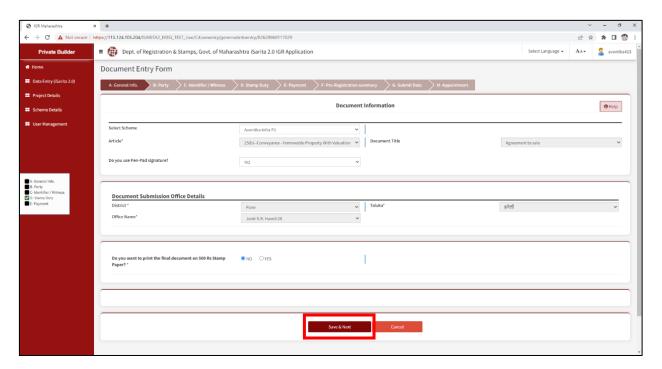




#### 4.1 General Information

In the Document Information section, we need to select the scheme from the dropdown. The article and Document Title are auto-fetched. Then mention if the Pen-Pad signature will be used or not.

Document Submission office details are also auto-fetched. We need to select if we want to print the final document on 500 Rs Stamp Paper. Then we click on the 'Save & Next' button.





#### **4.2 Property Details**

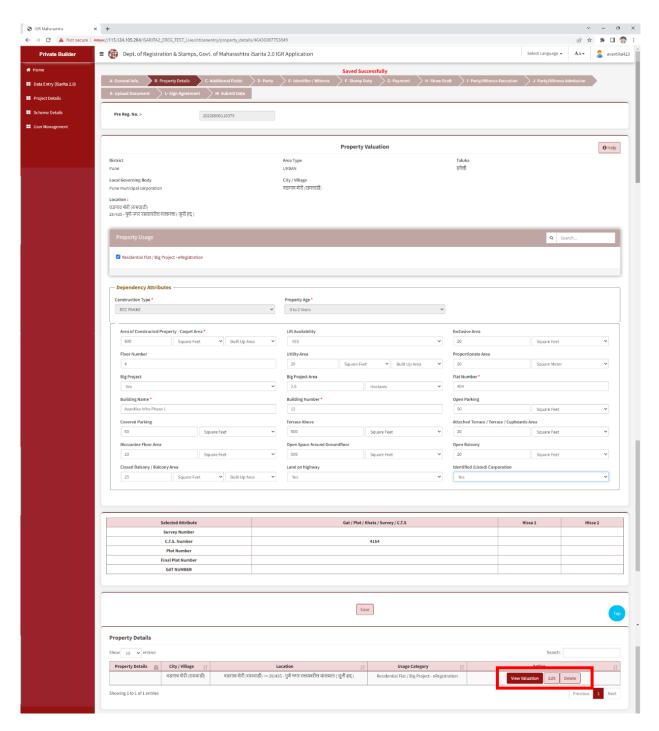
Here we see that the 'Property Valuation' fields are auto-fetched from the information we entered earlier.

- 1) Tick the Property Usage, the Dependency Attributes i.e., Construction Type and Property Age are auto-filled
- 2) We need to mention the Area of the Constructed Property Carpet Area, select its Unit from the drop Down- Square Meters, Hectares, Square Foot. Then select if it is a Built-Up Area, Super Built-Up Area, Carpet Area with RERA, or Carpet Area without RERA
- 3) Select if the lift is available or not
- 4) Mention the Exclusive Area and select its unit
- 5) Enter the floor number
- 6) Mention the Utility Area, and select its Unit from the drop Down. Then select if it is a Built-Up Area, Super Built-Up Area, Carpet Area with RERA, or Carpet Area without RERA
- 7) Mention Proportionate Area and select its unit
- 8) Mention if it is the Big Project. Mention the Big Project Area (in Hectares)
- 9) Enter the Flat Number, Building Name, and Building number in the respective fields
- 10) Enter the following mentioned areas and select the corresponding units
  - a) Open Parking
  - b) Covered Parking
  - c) Terrace Above
  - d) Attached Terrace / Terrace / Cupboards Area
  - e) Mezzanine Floor Area
  - f) Open Space Around the Ground floor
  - g) Open Balcony
  - h) Closed Balcony / Balcony Area
- 11) Mention if the Land is on Highway
- 12) Mention if it is Identified (Listed) Corporation
- 13) Attributes are auto-fetched as per the information entered earlier (Displayed in the table below)

After filling in all the information, click on the 'Save' button. The entered property details will be displayed in the grid at the bottom of the page. We have given three buttons- View Valuation, Edit, and Delete

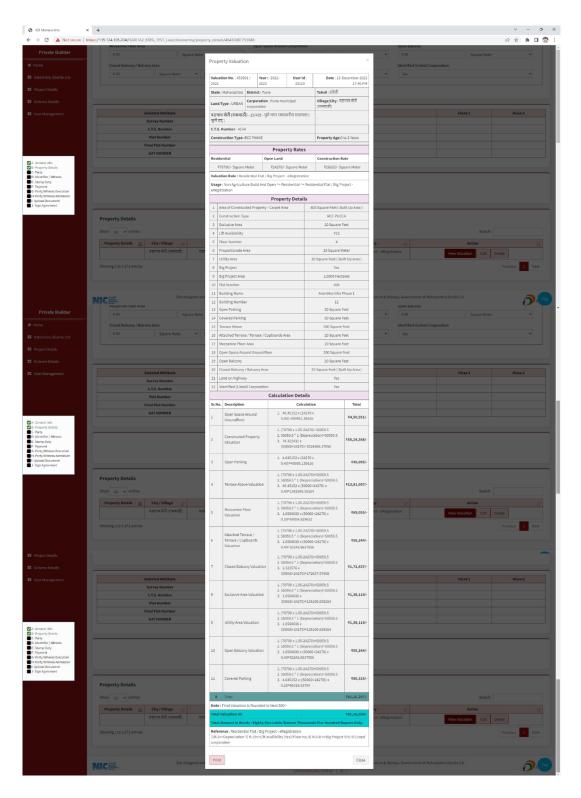
#### e-Registration User Manual







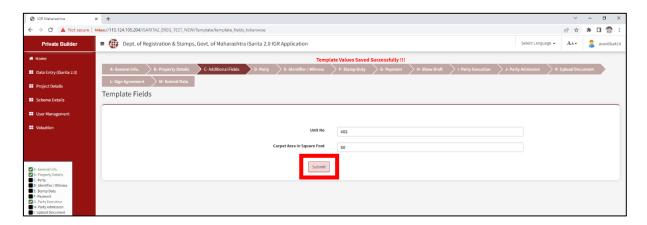
We can edit or delete the details using the 'Edit' and 'Delete" buttons from the action section. We can also view the valuation by clicking on the 'View Valuation' button.





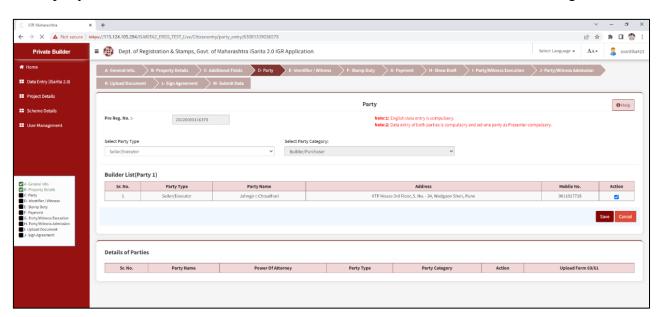
#### 4.3 Additional Fields

Here we see the Template Fields. Fill in the fields and click on the 'Submit' button

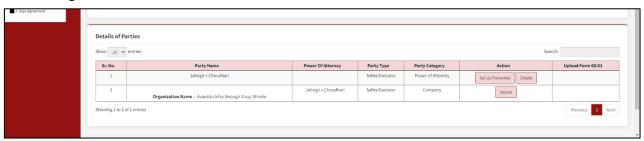


#### 4.4 Party

In this section, we enter the Party Details. If the Party Type – Seller/Executor is selected then the party entered earlier as the seller will be shown in the column as shown in the image below-



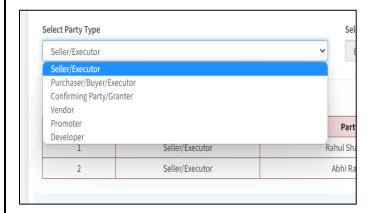
Tick the box in the action column and the details will be shown in the column as displayed in the image below-

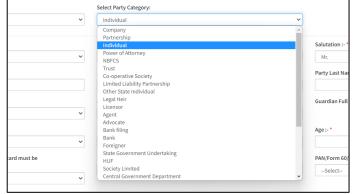




To enter the new party, we need to follow the steps mentioned below.

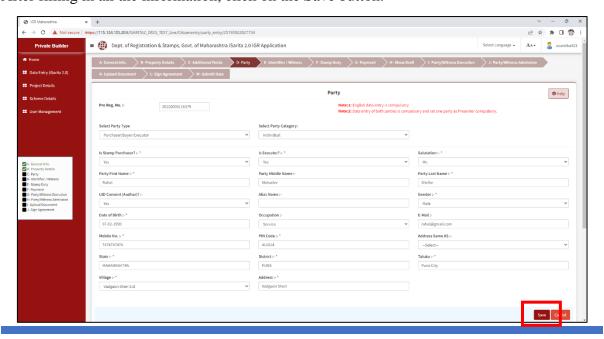
1) We need to select the Party Type and Party Category from the dropdowns





- 2) Mention if the party is Stamp Purchaser
- 3) Mention if the party is Executor
- 4) Select Salutation
- 5) Enter the Party's First, Middle, and Last Name
- 6) Mention the UID Consent
- 7) Mention Alias Name (Optional)
- 8) Select Gender from the dropdown
- 9) Enter the Date of Birth from the calendar
- 10) Select Occupation from the dropdown
- 11) Mention email id
- 12) Enter Mobile Number
- 13) Enter the Pin Code. State, District, and Taluka will be auto-filled
- 14) Select Village from the dropdown
- 15) Enter the Address

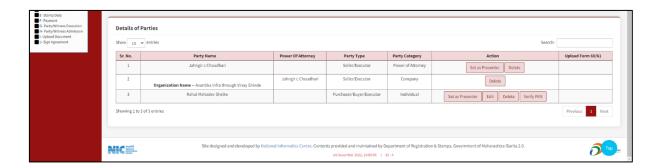
After filling in all the information, click on the Save button.





The details of the entered parties will be displayed at the bottom of the page.

We need to Set one of the parties as the presenter. We also have given Edit, Delete, and Verify PAN buttons



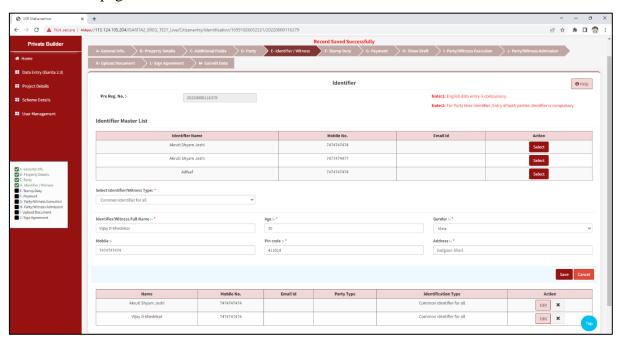
#### 4.5 Identifier/Witness

Here we see the identifiers master list containing the identifiers we entered earlier. We can add the identifier by clicking on the 'Select' button.

To enter a new identifier, follow the steps mentioned below

- 1) Identifier/Witness Type is auto-selected i.e., Common Identifier for All
- 2) Mention the full name of the identifier
- 3) Mention the Age
- 4) Select Gender from the dropdown
- 5) Enter Mobile Number
- 6) Enter the PIN code and Address

After filling in all the information, click the save button. The data entered is shown at the bottom of the page. We can edit or delete the saved information from here.

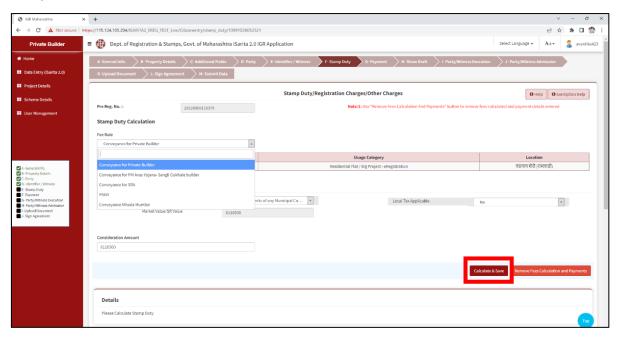




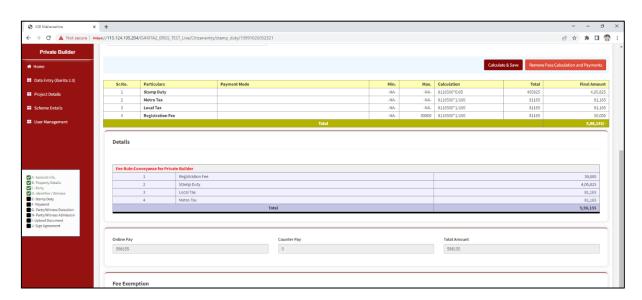
# 4.6 Stamp Duty

In this section, we calculate Stamp Duty/Registration Charges/Other Charges

- 1) Select Fee Rule from the dropdown as shown in the image
- 2) Click on the 'Calculate & Save' button

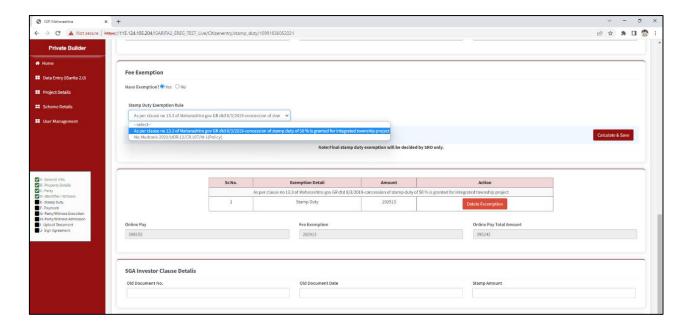


The Stamp Duty Calculator will calculate the amount. To proceed, click on the 'Save & Next' button.





If there is a fee exemption, we can select 'yes' and select the stamp duty exemption rule, and then click the 'Calculate and Save' button. The Fee Exemption will be calculated as shown in the image below. We can also enter the 5GA Investor Clause Details by entering the Old Document Number, Old Document Date, and Stamp Amount





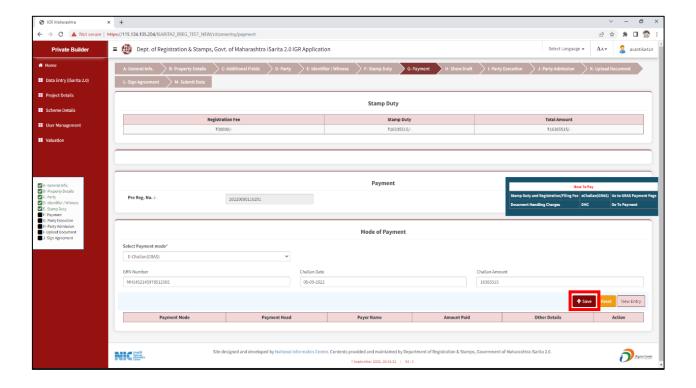
# 4.7 Payment

In this section, we need to enter the details for the payment made.

In the Mode of Payment Section-

- 1) Select Payment mode E-Challan (GRAS) or e-SBTR
- 2) Enter Challan Number, Challan Date, and Challan Amount in the respective fields

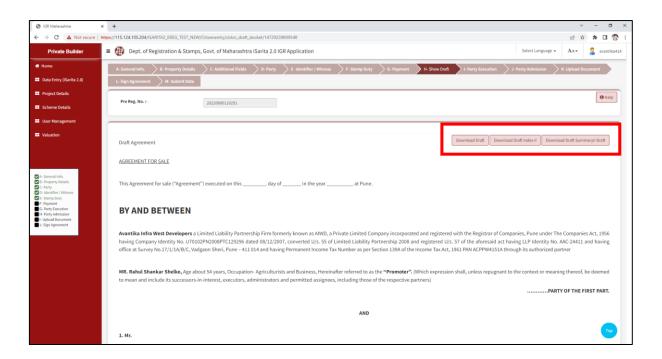
After filling in the details, click on the 'Save' button. Details will be displayed in the grid at the bottom of the page.



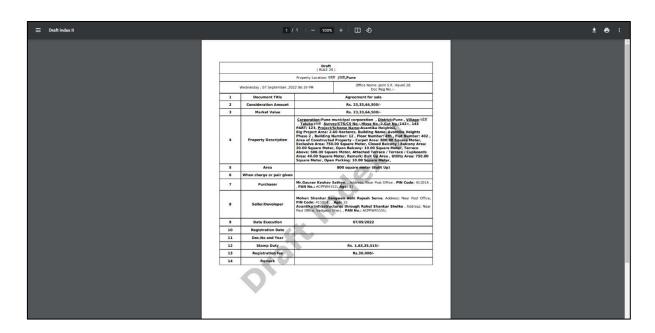


### 4.8 Show Draft

In this section, we can see the draft agreement. We can download the draft, download the Draft Index 2, and Download the Draft Summary using the respective buttons



#### **Draft Index 2-**





### 4.9 Party/Identifier Execution

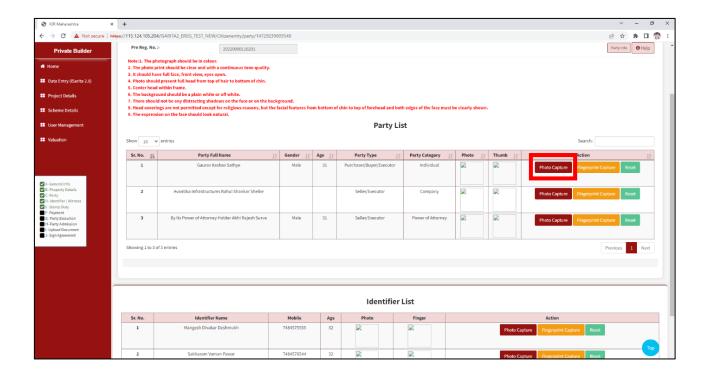
In this step, we perform the execution of the parties and identifiers by capturing photos and capturing thumb.

We need to follow the following important instructions while capturing the photos

- 1. The photograph should be in color.
- 2. The photo print should be clear and with a continuous-tone quality.
- 3. It should have a full face, front view and, eyes open.
- 4. The photo should present the full head from the top of the hair to the bottom of the chin.
- 5. Center head within frame.
- 6. The background should be plain white or off-white.
- 7. There should not be any distracting shadows on the face or in the background.
- 8. Head coverings are not permitted except for religious reasons, but the facial features from the bottom of the chin to the top of the forehead and both edges of the face must be clearly shown.
- 9. The expression on the face should look natural.

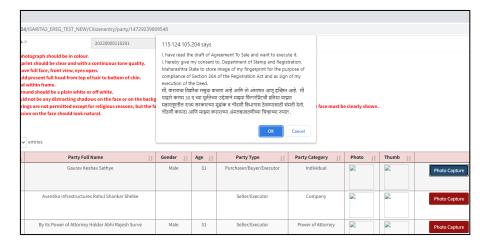
## **4.9.1 Photo Capture**

1) Click on the 'Photo Capture' button

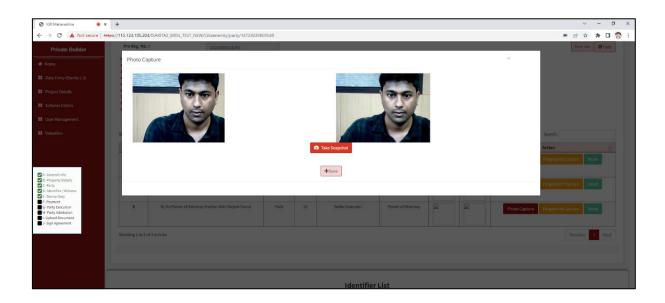




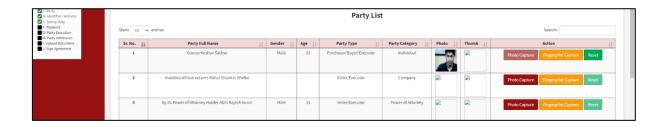
2) Read and say 'OK' to the Pop-up



3) Click on the 'Take Snapshot' button and if the photo is correct, click on the 'Save' button



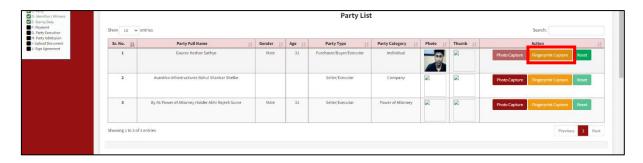
We can see the captured photo in the list



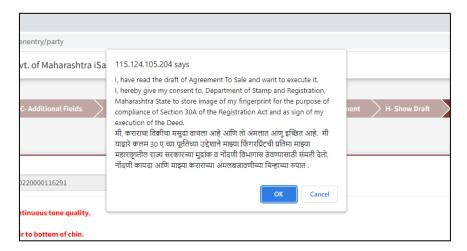


### 4.9.2 Thumb Capture

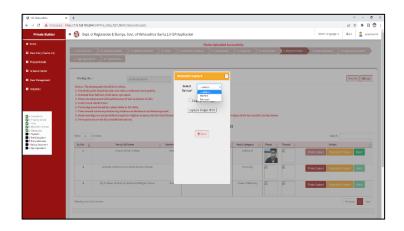
1) Click on the 'Fingerprint Capture' button

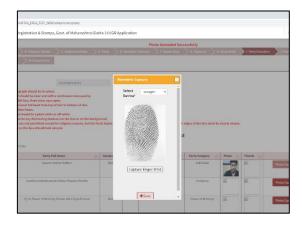


2) Read and say 'OK' to the Pop-up



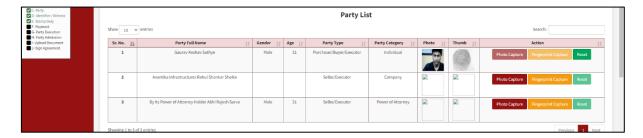
- 3) Select the device- Mantra or SecuGen
- 4) Place the finger of the concerned party or identifier on the device and click on the 'Capture Fingerprint' button
- 5) Once the thumb is captured, click on the 'Save' button.







We can see the captured photo and fingerprint of the concerned party or identifier as shown in the image



We need to follow the steps mentioned in parts A and part B and complete the execution of all the parties and identifiers. The list of Parties and Identifiers will be displayed as shown in the image.

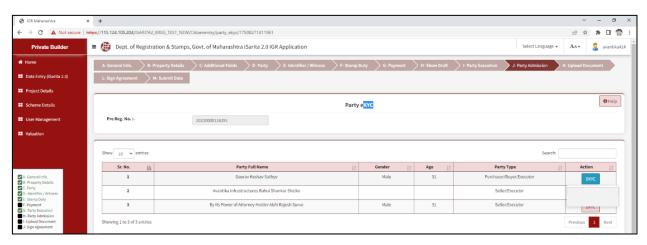




## 4.10 Party/Identifier Admission

In this section, we perform the e-KYC of the parties and identifiers

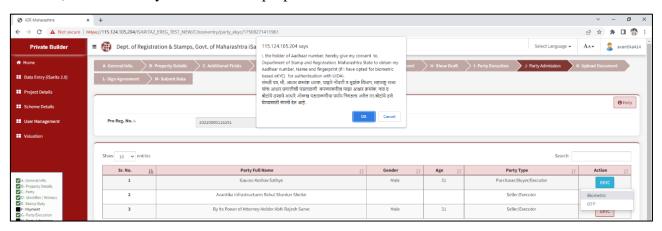
Click on the 'e-KYC' button.



#### **Biometric**

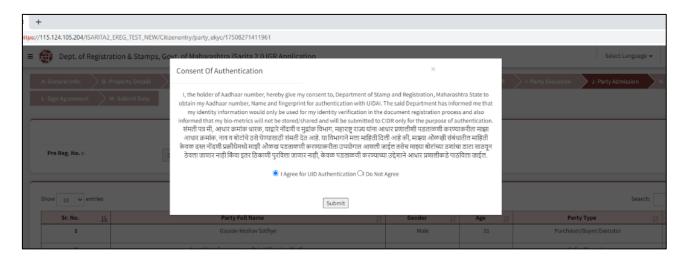
If we want to perform the e-KYC verification with the Biometric method, we need to follow the steps mentioned below

- 1) Click on the 'Biometric' button
- 2) Read and say 'OK' to the Pop-up

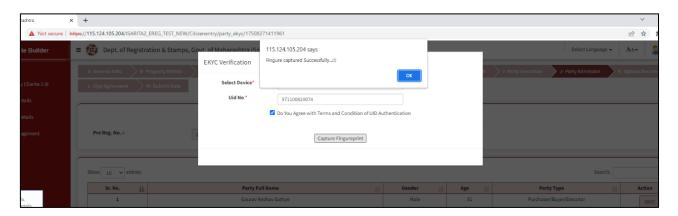




3) Read the Consent of Authentication and say agree to UID verification

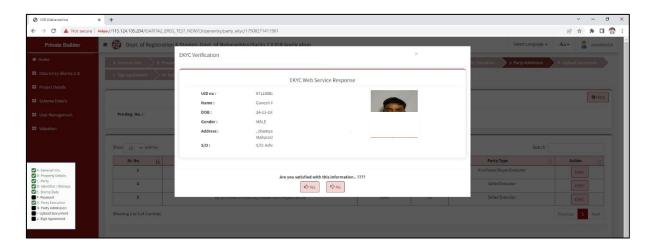


4) Select the device- Mantra or SecuGen, Enter the UID Number, tick the box saying you agree with the Terms and Conditions of the UID Verification, and Click on the 'Capture Fingerprint' button. Then we place the finger on the biometric device, and the fingerprint will be captured.

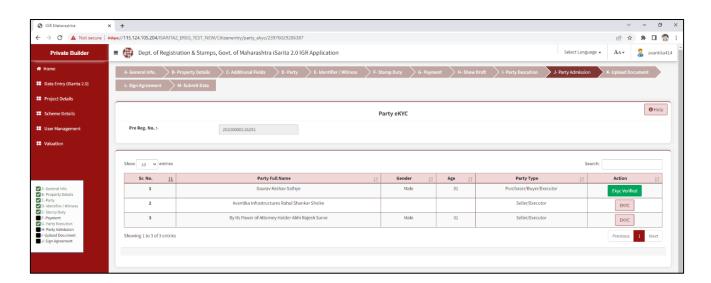




5) We can see the e-KYC web service response. Mention if we are satisfied with the information

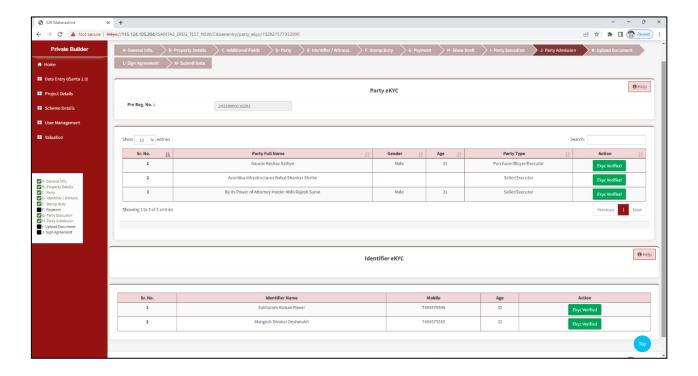


Once the verification is completed, we can see the notification that the e-KYC is verified.





We need to follow the steps mentioned in Part A or Part B and complete the e-KYC verification of all the parties and identifiers.





## **4.11 Upload Document**

In this step, we need to upload three types of documents. Before uploading, we must follow the instructions stated below.

- 1. Only Alphabets, Number, Dash (-), and Underscore (\_) are allowed in a file name.
- 2. Only PDF files are allowed to be uploaded

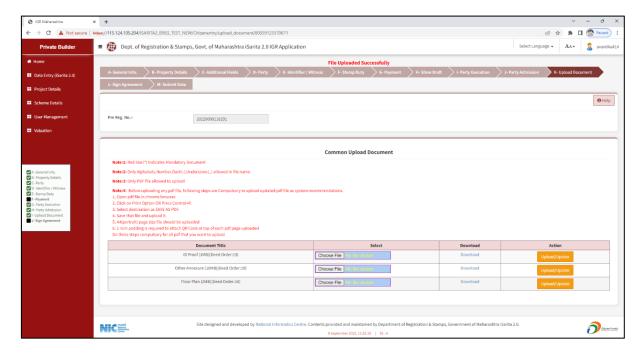
Before uploading any pdf file, the following steps are Compulsory to upload an updated pdf file as per system recommendations.

- 1. Open the pdf file in Chrome browser.
- 2. Click on Print Option OR Press Control+P.
- 3. Select destination as SAVE AS PDF.
- 4. Save that file and upload it.
- 5. An A4(portrait) page-size file should be uploaded
- 6. 1-inch padding is required to attach a QR Code at the top of each PDF page uploaded

We need to Upload the following documents-

- 1) ID Proof (Deed Order:15), maximum file size- 1MB
- 2) Other Annexure (Deed Order:19), maximum file size- 10MB
- 3) Floor Plan (Deed Order:18), maximum file size- 2MB

Select the document from the system and click on the 'Upload/Update' button. The file will be uploaded.





# **4.12 Sign Agreement**

In this stage, the user makes a digital signature on the document. The user can view the Final Agreement by clicking the 'Sign Agreement' button.

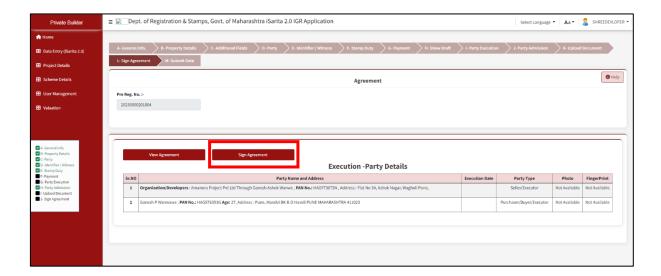


The final agreement is shown in the image below. The user can download the agreement as well.

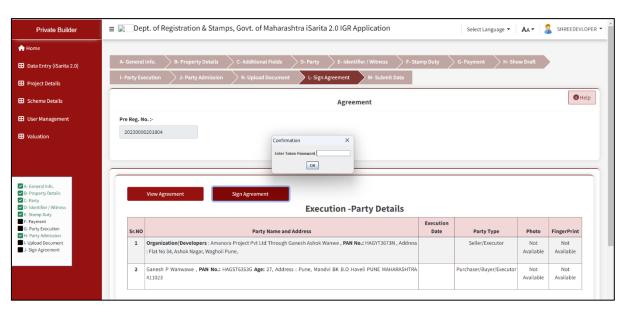




To sign the agreement, the user needs to click the 'Sign Agreement' button.

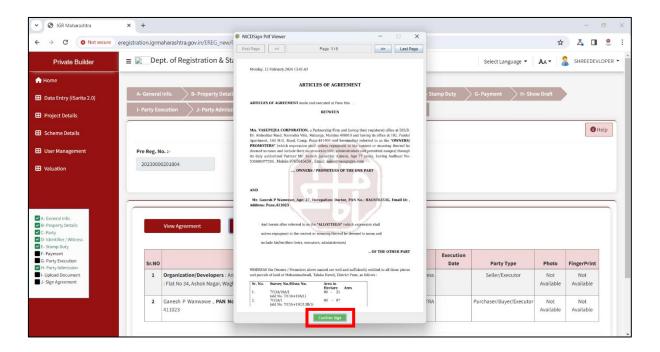


The user needs to enter the token number.





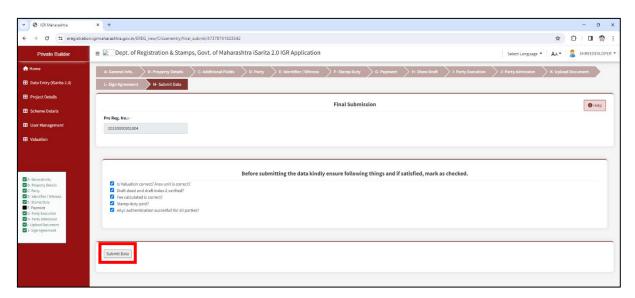
The agreement will be displayed on the screen. The user needs to click the 'Confirm Sign' button.



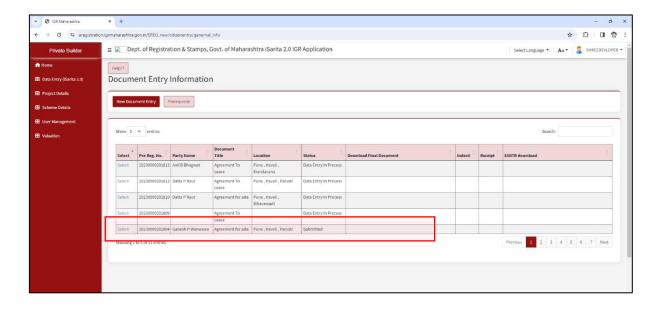


### 4.13 Submit Data

Here, the user makes the submission of the document to SRO. Before submitting the data, the user needs to check the required boxes as shown in the image. Then click the 'Submit Data' button to make the final submission.



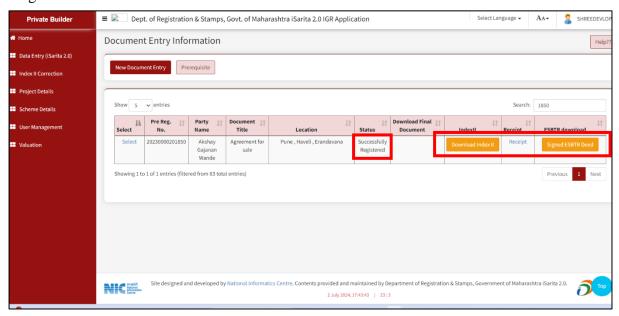
The status of the application changes to 'Submitted' as highlighted in the image below.





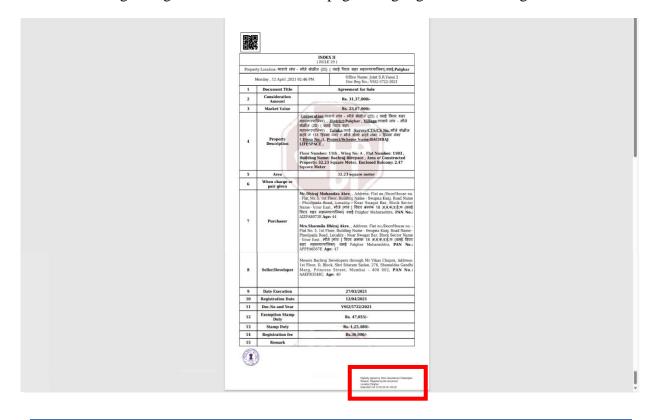
### **5.0 Final Document**

Once the document is approved and signed by JDR and SR, the status of the document changes as shown in the image below. The user can download the Index 2, Receipt, and Signed E-SBTR Deed.



# 5.1 Digitally Signed Index 2

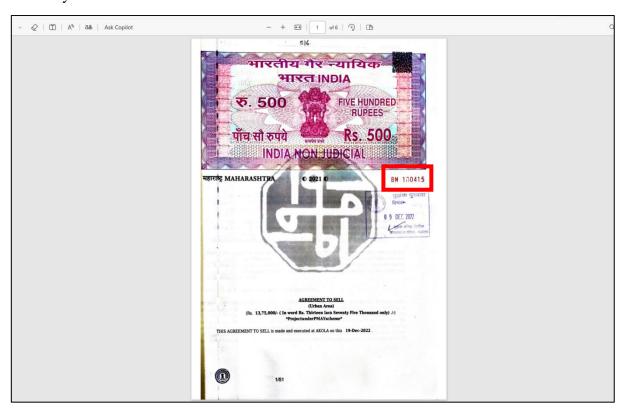
The user can download the Digitally Signed Index 2 by clicking the Download Index 2 button. The digital sign is at the bottom of the page as highlighted in the image below.





# 5.2 Signed Deed on the Stamp Paper

The user needs to Download the document. If the user has taken the Stamp Paper, then the first page of the document must be printed on the Stamp Paper. The Stamp Paper Number is highlighted in the image. The Stamp Paper Number is also reflected on the Receipt and Summary 1.



As stated earlier the Stamp Paper Number is reflected on the Receipt and Summary 1, highlighted in Summary 1 in the image below.





## **5.3 Signed Deed for E-SBTR**

The user needs to Download the document. If the user has taken the E-SBTR, then the first page of the document must be printed on the E-SBTR. The GRAS GRN Number is highlighted in the image. This GRAS GRN Number is also reflected on the Receipt and Summary 1.



As stated earlier the Stamp Paper Number is reflected on the Receipt and Summary 1, highlighted in Summary 1 in the image below.

