

**Office of the Commissioner and Inspector General
of Registration and Stamps, A.P., Vijayawada.**

CIRCULAR Memo No: CARD/e-1730463

Dt.30/03/2023

Sub: Registration & Stamps Department-Registration of properties-compliance of Section 22B of Registration Act 1908, Integration of Records of Municipal/ Local Bodies and Registration data - Certain modifications on registration of documents - verifying the House assessment No./VLT No./LPNo./IPLP No. in the Municipal/ Local Bodies/ DTCP data base or Link document is compulsory- Registrations based on LPM Numbers -Certain Instructions to follow by Registering Officers -Issued- Regarding.

- Ref:
1. This ofce Circular Memo No.G1/1249/9/2012,
Dated 25-06-2016
 2. This Ofce Circular Memo No.G1/92/2/201/,
Dated 07-09-2015.
 3. Minutes of Meeting on Dated.06/05/2022 with MA&UD
Department.
 4. Act 15 of 2022(An Act to further amend Andhra Pradesh
[Rights in land] and Pattadar Pass Book Act,1971
 5. CCLA Minutes dated. 02/0//202/.
 6. CCLA Minutes dated. 15/0//202/

The attention of the DIGs, DRs and Registering Officers in the State is invited to the subject and references cited. Through the amendment of Section 22B of Registration Act 1908 pertaining to Andhra Pradesh certain duties are cast upon the Registering Officer to prevent double Registrations. Through reference 1st cited certain instructions were issued regarding, procedure to be taken while registering agriculture properties as per Section 6D of Andhra Pradesh [Rights in land] and Pattadar Pass Book Act,1971 and through reference 2nd cited on house properties of local bodies which had paved the way to mutate the property accurately in the name of transferee and also prevented the conveying of the same property by the same executant which is already conveyed. In continuation to above instructions, the following further instructions are issued to ensure that no double registrations takes place in contravention of Section 22B of Registration Act,1908 i.e not to convey the same property by the same executant twice and securing the title of the property. Further guidelines on the registration of properties based on LPM Numbers also issued.

A. Procedure to be adopted in case of Agricultural properties:

1. For all the documents listed in **Annexure I** affecting agriculture

properties , the registering officer shall not entertain registrations if the name of the executant is not reflected in the pattadar column of the webland electronic record maintained by the Revenue Department. For certain documents where the above condition is not fulfilled the procedure indicated in **Annexure II** need to be adopted .

2. Simultaneously, the Registering officer shall also not accept registration of any document if the property comprised therein has already been conveyed or permanently alienated by the same person or his representative, assignee or agent in favor of any other person by a registered document unless previous registered document was cancelled by order of a court. In addition the Registering Officer shall also take a declaration prescribed in **Annexure III**.

3. In the areas where resurvey is completed or Bhu Hakku Patras were issued, Registrations shall be effected based on LPM Numbers only. No registration shall be affected for part extent of an LPM and in all such cases sub-division shall be carried out mandatorily before effecting registration. Further the Registering Officer shall issue an endorsement in such cases requesting the parties to submit documents for registration only after getting sub-division carried out by Tahsildar.

4. The meta data of the documents registered based on the LPM numbers shall be pushed automatically to the webland server to effect the auto mutation of the records.

5. If the schedule of the property in the registration document pertains to more than one LPM, the executant(s) and claimant(s) details shall be listed separately for each LPM in the document as well as in meta data.

6. Executants/ Claimants (and if they are represented, the representative) Adhar Numbers shall be captured at the time of Registration. For this purpose, e-KYC shall be done for both Executant and Claimant and their representatives.

B. Procedure to be adopted in case of Non-Agricultural properties in urban local bodies

Through reference 2nd cited certain instructions were issued to match the executants particulars with the assessment number in order to register the Houses/Flats/Buildings. These instructions were issued in order to comply with the S.O. 708 of the A.P. Registrations manual Part-II under Registration Act, 1908.

Through reference 3rd cited, it was decided to streamline the Urban property registrations in terms of Assessment number (Property tax Identification Number) of Houses/Flats/Buildings for any construction, Vacant land Tax Identification Number for Urban vacant sites within Ward and Blocks, Lay-out Plan number, In Principle Lay-out Pattern number in cases of House sites or plots for all other Non-Agricultural properties in urban local bodies through integration with Municipal Administration Department data.

The following further instructions are issued for all the documents affecting non-agriculture properties in urban local bodies listed in **Annexure I**.

- 1.** Registering officer shall not allow registrations in respect of Houses/Flats/ buildings within urban local bodies unless the executants name finds place in the owners column in the electronic record maintained by the urban local bodies. However for newly constructed Houses/Flats/Buildings where the Assessment numbers have not been allotted or for first time registration of such Houses/Flats/Buildings, the building plan approval number has to be insisted in the document along with details of names of the persons who got the permissions from urban local bodies to verify the permission particulars with the details in the document. If such particulars in the document match with permission particulars then only the Registering Officer shall allow registrations.
- 2.** In case the above condition is not fulfilled or Assessment Numbers/Building permission numbers are not available for the Houses/Flats/Buildings in the electronic record maintained by the urban local bodies then the Registering Officer shall cross check whether Houses/Flats/Buildings property is registered with the help of Link document provided by the public in the document.
- 3.** Only when above conditions i.e B.1 and B.2 are satisfied then only Registering Officer shall allow registrations for Houses/Flats/ Buildings in urban local bodies.
- 4.** When the Houses/Flats/Buildings data is not reflected in the electronic data maintained by the urban local bodies, the Registering Officer shall advise the registering public to get the electronic record updated in the urban local bodies concerned data base for effecting registration.

5. In respect of vacant sites in urban local bodies ,the Registering Officer shall not register documents unless the executant name or developers or land owners name is reflected in the electronic record of vacant land Tax number or Layout permission Number or In Principle Layout Pattern number of the urban local bodies concerned.

6. In cases of vacant sites where Assessment is not completed or Where Vacant Land Tax number is not available, approved Layout plan details or In principle Layout pattern details are to be incorporated in the document along with the particulars of developers or land owners details and these are to be verified with the electronic data of the concerned urban local bodies concerned .

7. In cases where layout permission numbers or In principle layout permission numbers are not available for the vacant sites in urban local bodies, the link document details need to be verified and if the executant and property details of the document match with the details of the claimant in link document and property in the link document, then only the Registering Officer shall proceed for Registration.

8. In any other case of non-agriculture property documents registrations, where the executant name is not reflected in the electronic data maintained by the urban local bodies the following procedure as indicated in **Annexure IV** to be adopted.

9. The above instructions are not applicable to non-agriculture property registrations of Houses/Flats/Buildings, vacant sites/house sites/plots in Gramakantams or plots in villages or in rural local bodies, until the electronic data is integrated.

All the Sub Registrars, District Registrars and Deputy Inspector Generals of Registration & Stamps Department shall follow the instructions strictly and any deviations will be viewed seriously.

These instructions shall come into effect from 01-04-2023.

V Rama Krishna

Commissioner and Inspector General
Registration and Stamps, A.P., Vijayawada

To

All Deputy Inspectors Generals(R&S) in the State.

All the District Registrars in the State.

All the Sub-Registrars in the state through District Registrars concerned. Copy to

All the Officers/Sections in the C&IG R&S office.

Copy to CCLA

Copy to CD&MA

Copy to DTCP

Copy to NIC

Annexure I

Note:*Verification of Web land at column No:4 is applicable to Agriculture Transactions.

TRAN_MAJ_CODE	TRAN_MIN_CODE	TRAN_DESC	Ag land Verification of WEBLAND	Non Ag.land House/Flat /Building Assessment No(PTIN)/	Non Ag.land Vacant sites in ward and block VLT NO/LP	Non Ag.land Vacant sites in urban local bodies other	Non Ag.land Vacant sites in Rural local bodies/Gramakantams/LPNo/IPLP
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				BPS No verificati on	No/IPLPN o verificati on	than in wards and blocks LPNo/IPL P No verificati on	No verification
1	2	3	4*	5	6	7	8
01	00	Sale	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	01	Sale Deed	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	02	Sale Agreement With Possession	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	03	Sale Agreement Without Possession	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	04	Sale deed executed by A.P.Housing Board	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	05	Sale deed executed by or in favour of constituted by Govt.	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	06	Sale deed executed by Society in f/o member	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	07	Instruments between Co- ops, Govt. & Other Financial Institute	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	08	Sale deed in favour of State or Central Govt.	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED

01	09	DEVELOPMENT AGREEMENT OR CONSTRUCTION AGREEMENT	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	10	Development Agreement Cum GPA	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	11	AGREEMENT OF SALE CUM GPA	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	12	CONVEYANCE DEED(WITHOUT CONSIDERATION)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	13	CONVEYANCE FOR CONSIDERATION	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	14	Sale Deed in favour of Mortgagee	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	15	Sale with Indemnity	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	16	Sale deeds in f/o agrl labrs (SC/ST) funded by SC Fin. Corpn	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	17	Sale of life interest	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	18	Sale of Terrace Rights	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	19	Sale Deeds executed by Courts	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
01	20	Court Sale	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT

		Certificate	ED	ED	ED	ED	REQUIRED
01	21	Court Decree	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	22	Sale(others)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	23	GPA	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
01	24	Sada Bainama (Sale)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	00	Mortgage	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	01	Mortgage with Possession	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	02	Mortgage without Possession	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	03	Mort. deed in f/o Governer/Pr esident of India by Gt.Servants	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	04	Assignment deed	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	05	Mortgage deed by Co- operative society in f/o Govt.	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	06	Mortgage deed by small farmer for Agrl.loans in f/o PAC/Bank	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	07	MORTGAGE DEED BETWEEN	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED

		SOCIETY TO SOCIETY OR BANKS					
02	08	Deposit of Title Deeds	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	09	SECURITY BOND	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	10	Mortgages in f/o Grameena or Scheduled Bank for Agricultural Credit	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	11	Mortgages in f/o Coop Credit Societies of weaker section of non-agricultural class loan <=10000	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	12	Instruments between Co-op and Other Co-op,Banks,Financial Inst or Govt.	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	13	Instruments in f/o House Bldg Co-op Societies for loan upto Rs.30000 under L.I.G.H scheme	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	14	Mortgages executed by members of Co-op Urban and Town Banks in f/o	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED

02	21	Additional security	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	22	Substituted security	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
02	23	Mortgage(ot hers)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	00	Gift	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	01	Gift	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	02	Gift Settlement in f/o family member	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	03	Gift Settlement in f/o others	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	04	Gift Settlement for Charitable/re ligious purposes	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	05	Gift Settlement in f/o Local bodies	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	06	Gift in f/o Local Bodies (G.O 137)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	07	Gift for Charitable Religious Purposes/Go d	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	08	Gift in favour of Government	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	09	Gift settlement deeds in	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED

		favour of Government					
03	10	Gift of Terrace Rights	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	11	Gift settlement of Terrace Rights	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	12	Gift reserving Life interest	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
03	13	Gift settlement reserving Life interest	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
04	00	Partition	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
04	01	Partition	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
04	02	Partition among Family Members	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
05	00	Release	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
05	01	Release (co-parceners)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
05	02	Release (others)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
05	03	RECONVEYANCE DEED EXECUTED BY GOVT IN FOVOUR OF EMPLOYEES	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
05	04	RECONVEYANCE DEED (OTHERS)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
05	05	RECEIPT	REQUIR	REQUIR	REQUIR	REQUIR	NOT

		(R.T.D.M)	ED	ED	ED	ED	REQUIRED
05	06	RELEASE (FEDERATION OR SOCIETY TO SOCIETY)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
05	07	Release of Life Interest	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
05	08	Release of Disputed Right	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
05	09	Release of mortgage Right	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
05	10	Release of maintainance right by way of relinquishing right for immovable property	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
05	11	Release(others)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
05	12	Release among Family Members	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
06	00	Exchange	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
06	01	Exchange	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
07	00	Lease	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
07	01	Lease Deed	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
07	02	Lease in favour of State/Centra	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED

		I Govt.					
07	03	Mining Lease	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
07	04	Salt Leases with ground rent	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
07	05	Transfer of Lease	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
07	06	Surrender of Lease	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
07	07	Lease(others)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
08	00	Rectification /Ratification/ Cancellation Deed	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
08	01	Rectification Deed	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
08	02	Supplement al Deed, Ratification Deed u/s 4 of I.S.Act	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
08	03	Cancellation Deed	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
08	04	Revocation of Gift Settlement	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
09	00	Power of Attorney	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
09	04	Power to sell Immovable Property (no value mentioned)	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED
09	05	GPA in favour of Family Members	REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	NOT REQUIRED

20	00	Will	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
20	01	Will	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
20	02	Cancellation of Will	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
20	03	Codicil	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
21	00	Authority to adopt	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
21	01	Authority to adopt	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
30	00	Adoption Deed	NOT REQUIR ED	NOT REQUIR ED			NOT REQUIR ED
30	01	Adoption Deed	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
31	00	Affidavit	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
31	01	Affidavit	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED
32	00	Agreement (Others)	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED

32	01	Agreement (Others)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
33	00	Award (Not directing Partition)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
33	01	Award (Not directing Partition)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
34	00	Bond	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
34	01	Bond	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
35	00	Cancellation (GPA)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
35	01	Cancellation (GPA)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
36	00	Cancellation (Others)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
36	01	Cancellation (Others)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
37	00	Divorce	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
37	01	Divorce	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
38	00	Indemnity Bond	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
38	01	Indemnity Bond	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
39	00	Partnership	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT

			ED	ED	ED	ED	REQUIRED
39	01	Partnership	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
40	00	Dissolution of Partnership	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
40	01	Dissolution of Partnership	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
41	00	Power of Attorney	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
41	01	Special Power	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
41	02	General Power	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
41	03	Power for Consideration	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
41	04	Power to sell Immovable Property (no value mentioned)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
41	05	GPA in favour of Family Members	REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED
42	00	Security Bond	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
42	01	Security Bond	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
43	00	Trust	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
43	01	Declaration	NOT	NOT	NOT	NOT	NOT

			REQUIR ED	REQUIR ED	REQUIR ED	REQUIR ED	REQUIRED
43	02	Others (Settlement)	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIRED
43	03	Revocation	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIRED
44	00	Book 4 (Others)	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIRED
44	01	Book 4 (Others)	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIR ED	NOT REQUIRED

Annexure II

S.No	Nature of Document	Requirement	Enclosures
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1	Partitions	The property referred in the document shall be in the name of any one of 1.Ancestors 2.Co-Parceners 3.Co-owners 4.Legal heirs	For 1 and 4 legal heir certificate shall be enclosed
2	Releases	The property referred in the document shall be in the name of any one of 1.Ancestors 2.Co-Parceners 3.Co-owners	If the executants are co-owners all the executants names shall be reflected in the link document
3	Sale document by General Power of Attorney holder	The name of principal of previous registered document shall be in the webland electronic record	
4	Rectification by the Executant/Claimant	Rectified property details shall reflect and tally with the webland electronic record in the name of executant	
5.	Ratification	If the property gets mutated already in the name of claimant no need of web land verification	Link document of executants shall have relationship with the present executants of the ratification deed. Relationship to be established.
6.	Sale of life interest, sale deeds executed by courts,3.Sale certificates issued by Civil, Revenue courts and tribunals except sale certificates issued by SARFAESI Act, Court decrees, Receipts, Release of life interest, Release of disputed Right, Release of Maintenance Right, Power of Attorneys other than sale,Cancellation of GPA	Webland verification is optional but precautions need to be taken regarding flow of the property through link documents wherever necessary to avoid the Section 22B of Registration Act violation	

Annexure III

Declaration

“I hereby declare that the property mentioned in the document belongs to me and was not alienated earlier and if it is found to have been violated the provisions of Section 22 B of Registration Act,1908, I would be liable for penal action as per Section 82 of Registration Act,1908”

Executant

Annexure IV

S.No	Nature of Document	Requirement	Enclosures
1	Partitions	The property referred in the document shall be in the name of any one of 1.Ancestors 2.Co-Parceners 3.Co-owners 4.Legal heirs in urban local body record	For 1 and 4 legal heir certificate shall be enclosed
2	Releases	The property referred in the document shall be in the name of any one of 1.Ancestors 2.Co-Parceners 3.Co-owners in urban local body record	If the executants are co-owners all the executants names shall be reflected in the link document
3	Sale document by General Power of Attorney holder	The name of principal of previous registered document shall be in the urban local body record	
4	Rectification by the Executant/Claimant	Rectified property details shall reflect and tally with the urban local body record in the name of executant	
5.	Ratification	If the property gets mutated already in the name of claimant no need of verification in urban local body record	Link document executants shall have relationship with the present executants of the ratification deed. Relationship to be established.
6.	Sale of life interest, sale deeds executed by courts,3.Sale certificates issued by Civil, Revenue courts and tribunals except sale certificates issued by SARFAESI Act, Court decrees, Receipts, Release of life interest, Release of disputed Right, Release of Maintenance Right, Power of Attorneys other than sale,Cancellation of GPA	Urban land record verification is optional but flow of the property shall be verified with link documents,Court orders, decrees etc which corroborate the fact of right to convey the property to avoid violation of the Section 22B of Registration Act,1908.	

