



SOP & USER MANUAL
PRIMME
(Registration Made Easy)

GOVERNMENT OF ANDHRA PRADESH
REGISTRATION AND STAMPS DEPARTMENT
VIJAYAWADA
2023

USER MANUAL (PRIMME)

INDEX

Citizen Interface

Steps to be followed through Screenshots

- 1(a) Enter URL "<http://registration.ap.gov.in>"
- 1(b) Click on PRIMME
- 2(a) Existing Users login through email or mobile or aadhaar through OTP
- 2(b) New Users click here to register
- 3(a) Fill the Mandatory fields and follow Instructions to register
- 4(a) Click on the document to start data entry
- 5(a) Click here for New Document
- 6(a) Click here for only data entry
- 6(b) Click here for data entry with document generation
- 7(a) Click here to select type of Registration (Sale/Mortgage/Gift)
- 7(b) Click here to select nature of document (Sale deed/Mortgage/Gift deeds)
- 7(c) Click here to select the Sub register office (District/Mandel/Village/ SRO)
- 7(d) Click here to select the VSWS Sub register office (District/Mandel/VSWS)
- 7(e) Enter the consideration value
- 7(f) Enter the Date of execution details.(Date of execution/Total stamp paper value/No.of stamp paper/Stamp paper purchase date)
- 8(a) Click here to add link document (District/ SRO / Link Document Number /Registration Year)
- 9(a) Click on the radio button for adding the executant and property details to the document.
- 9(b) Click on the proceed button.
- 10(a) Click here to add executants/Mortgager/Donor and claimant/mortgagee/Donee etc
- 11(a) Click on "Edit" option to re-enter and update the details
- 12(a) Click on "Add Representative" button to add the representative details
- 13(a) Enter the Jurisdiction Registration District and SRO where the property is located.
- 13 (b) Select Rural for agricultural lands Select Urban for a plot, a House or a Flat
- 14(a) Enter Input parameters for Schedule of the property
- 15(a) Click here to add covenants.
- 15(b) Click here to attach enclosures
- 16(a) Click here for Slot Booking.
- 17(a) Click here for Slot booking of that document.

18(a) Select the date field

19(a) Select the time of registration in the available time slots

20(a) Click here to generate Check slip

20(b) Click here to get the acknowledgment for the time slot booked

20(c) Click here to generate an English document

20(d) Click here to generate a Telugu document

20(e) Click here to generate Form 60/61

20(f) Click here to generate a Slot Booking slip

User Manual-Citizen Interface


This User Manual on PRIMME, Data Entry and Document Generation through online, guides the Citizen in step by step procedure.

Pre-Requisite

- Internet enabled Desktop, Laptop etc.,
- Internet browser.
- For online data entry of the particulars of the document, citizen can use the Department web portal "<http://registration.ap.gov.in>" using any internet browser.


The screenshot shows the website registration.ap.gov.in in a browser window. The address bar is highlighted with a red box and labeled "1(a)". The website header includes the name of the Hon'ble Chief Minister, Sri. Y S Jagan Mohan Reddy, and the Hon'ble Minister for Revenue, Sri. Dharmanna Prasada Rao. The main navigation menu includes links for About Us, Act & Rules, FAQs, Values & Rates, RTI Act, Tenders, Download, eBooks, EC Search, Find SRO, Document Templates, and E-Stamp. The main banner features "SOCIETIES REGISTRATION" and a "Department Login" button. Below the banner, there is a "Latest Updates" section with three items. The "Online Services" section is highlighted with a red box and labeled "1(b)", containing icons for PRIMME Data Entry & Document Generation, Societies, Firms, Hindu Marriage Registration, Special Marriage Registration, E-chits, Notary, and Grievances Redressal. The footer includes a "Services" section and a "Duty fee and Registration fee Details" link. The system tray at the bottom shows the date and time as Thursday, 15-06-2023, 12:41.

- A click on the Public data entry, directs to a new window
- For utilization of the services of online data entry and document generation, the citizen needs registration as a member by creating his own login ID and Password.




Sri. Y S Jagan Mohan Reddy
Hon'ble Chief Minister
Andhra Pradesh

+91 9121106359 helpdesk-it[at]srs[dot]ap[dot]gov[dot]in



REGISTRATION & STAMPS DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH



Sri. Dharmana Prasada Rao
Hon'ble Minister for Revenue,
Registration & Stamps

CARD PRIMME Process Flow

1. Enter the URL <http://registration.ap.gov.in> and Click on PRIMME.
2. Existing Users log in through email or mobile or aadhaar through OTP.
3. New Users should register for the first to create the document.
4. Fill in the Mandatory fields and follow the instructions to register 4(a) Click on the document to start data entry.
5. User can create New Document by clicking on the button.
6. User can select public data entry or public data entry with document generation.
7. User can select the type of Registration and nature of the document (Sale(01-01)/Mortgage(02-02)/Gift(03-02)).
8. User can select the Sub register office (District/Mandel/Village/ SRO), enter consideration value and enter the Date of execution details. (Date of execution/Total stamp paper value/No. of stamp papers/Stamp paper purchase date).
9. User can enter link document (District/ SRO / Link Document Number/Registration Year) to add the executant and property details to the document.
10. User to add or edit executants/Mortgager/Donor and the claimant/mortgagee/Donee and also add "Representative".
11. If user wants to enter input parameters for the Schedule of the property, User should select Jurisdiction Registration District and SRO where the property is located. Select Rural for agricultural land and Select Urban for a plot, a House, or a Flat.

CARD PRIMME

User Login

Email ID
 Mobile Number
 Aadhaar Number
 Tidco

Enter Email ID


SRO Login

Get OTP

[Don't have an account?](#)
[New Registration!](#)


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- The citizen needs to fill the mandatory fields given in the red astrix (*).




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9. User can enter link document (District/ SRO / Link Document Number/Registration Year) to add the executant and property details to the document.
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11. If user wants to enter input parameters for the Schedule of the property, User should select Jurisdiction Registration District and SRO where the property is located. Select Rural for agricultural land and Select Urban for a plot, a House, or a Flat.

New Registration!

Full Name *

ENTER FULL NAME

Email ID

Enter Email ID

Mobile Number

Enter Mobile Number

Aadhaar Number

Enter Aadhar Number

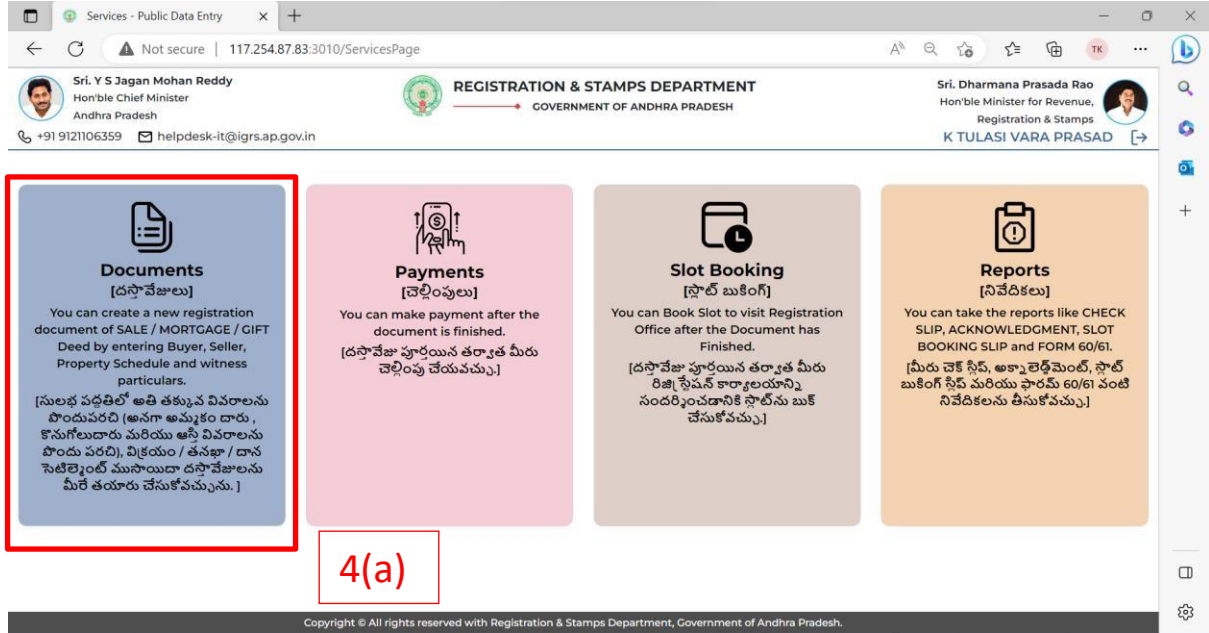
Note: Either Aadhaar No. / Email ID / Mobile No. is Mandatory.

Send OTP

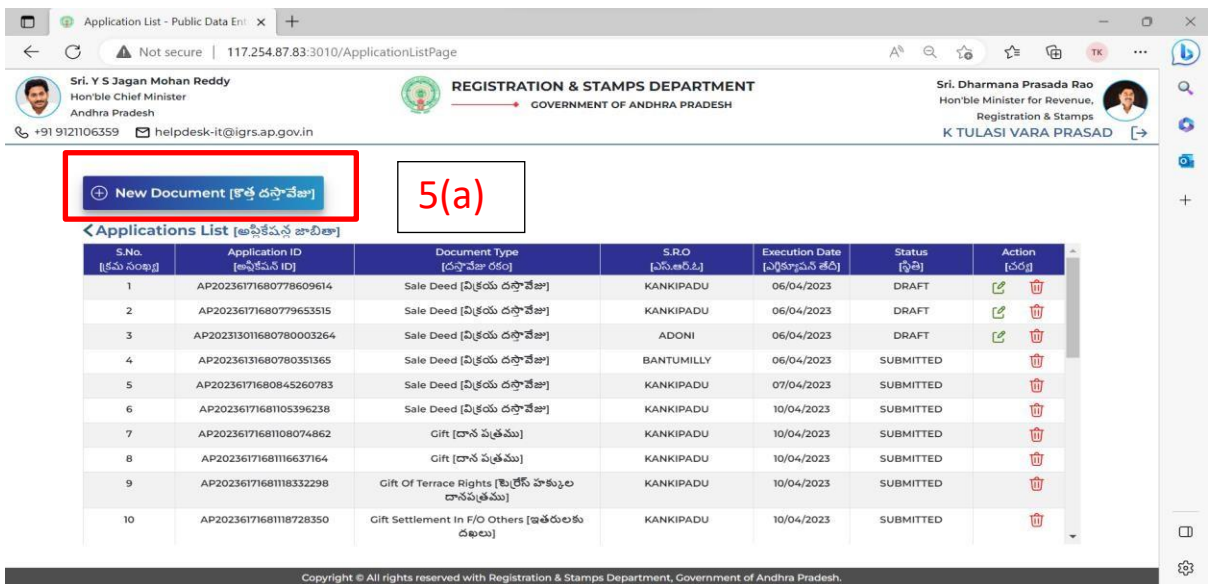
[Already have an account?](#)
[Login](#)

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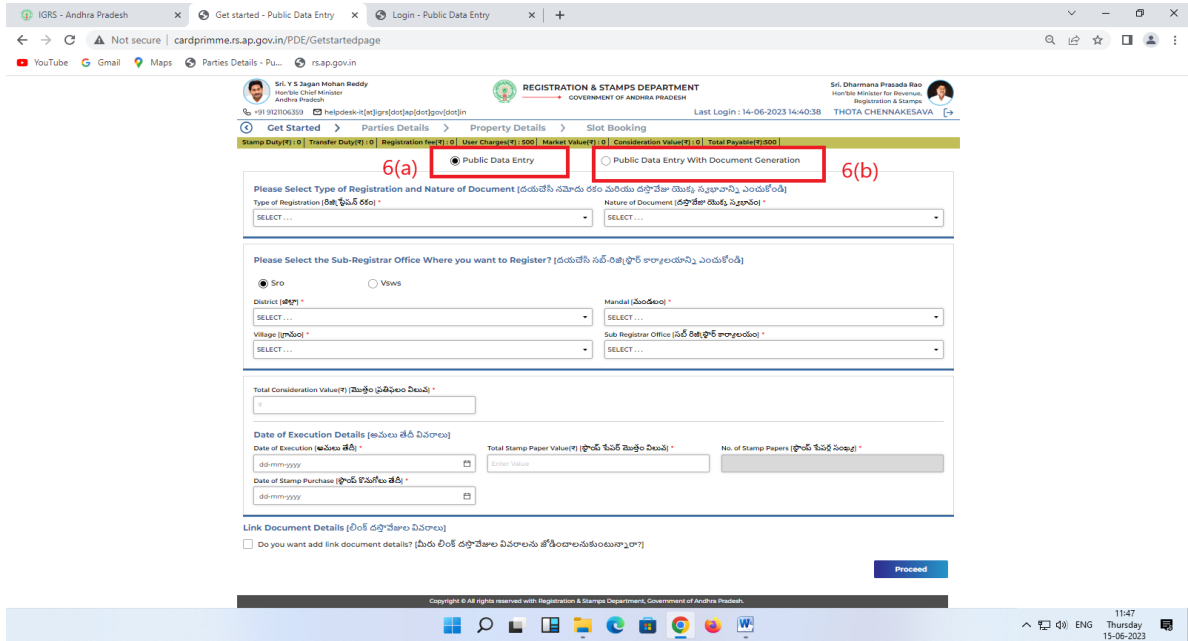
- On entry of all the mandatory fields, the OTP will be sent to registered mobile number or mail id of the individual.
- The success screen appears, and then the generated OTP has to be entered.
- The citizen can login to the Public Data Entry module for any number of times.
- By choosing the “document” option in the “Public Data Entry module” the citizen can initiate the Data entry process.



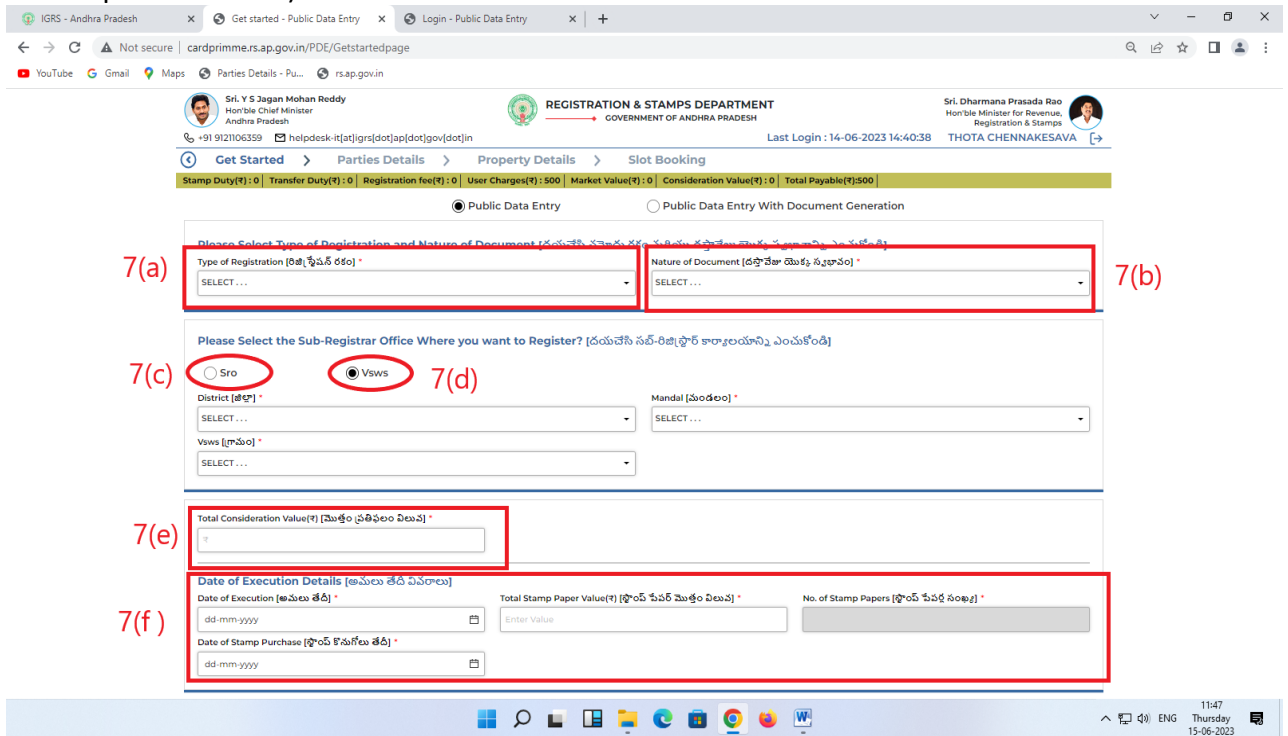
- The citizen can find the previously created data entries. For new documents user has to click on the new document.



- Here Citizen can select Public Data Entry for only Data Entry. Citizen can select Public Data Entry with Document Generation from where user can generate English and Telugu document



- The citizen can select the type of Registration (Sale/Mortgage/Gift) and nature of document (Sale deed/Mortgage/Gift deeds), Citizen can select registration office where he wants to get his document registered. Enter the consideration value. Enter the Date of execution details.(Date of execution/Total stamp paper value/No. of stamp paper/Stamp paper purchase date)



- Citizen has to select the tick mark if citizen wants to add link documents

8(a)

Link Document Details [లింక్ దస్తావేజాల వివరాలు]

Do you want add link document details? [నువ్వ లింక్ దస్తావేజాల వివరాలను జోడించాలనుకుంటున్నారా?]

District [జిల్లా] * Mandal [మండలం] * Village [గ్రామం] *

Sub Registrar Office [సబ్ రిజిస్ట్రార్ కార్యాలయం] * Link Document No. [లింక్ డాక్యుమెంట్ నెం.] * Registration Year [సంవత్సరం] *

Get Details Proceed

- Citizens can view the link document details, as well as a citizen can also add property details and executant details to the document by selecting the radio buttons and has to click on proceed button

9(a)

S.No. (సం.సంఖ్య)	Link Document No. (లింక్ డాక్యు.నెం.)	Year (సంవత్సరం)	SNO Code (సం.కోడ్)	SNO Name (సం.నామ)	Action (కార్య)
1	233	2022	5000	CHINA	

Executant Details

S.No. (సం.సంఖ్య)	Link Document No. / Fee (లింక్ డాక్యు.నెం. / ఫీ)	Name (నామ)	Code (కోడ్)	R Code (R కోడ్)	R Name (R నామ)	Address (చిరునామా)
1	233 / 2022	VADEDE MUREPFA	EX	5	S/O VADEDE NAGANNA	KADATALA STREET,GUDURU,GUDURU MANDAL,KURNOOL

Claimant Details

S.No. (సం.సంఖ్య)	Link Document No. / Fee (లింక్ డాక్యు.నెం. / ఫీ)	Name (నామ)	Code (కోడ్)	R Code (R కోడ్)	R Name (R నామ)	Address (చిరునామా)
1	233 / 2022	VADEDE CHINA MADANNA	CL	5	S/O VADEDE CHINNA MADANNA	JAMHARI GESHANANDI KHARIBAWADI,GONGANDLA,KURNOOL

Property Details

S.No. (సం.సంఖ్య)	Link Document No. / Schedule No. (లింక్ డాక్యు.నెం. / షెడ్యూల్ నెం.)	Area (విస్తీర్ణం)	Provisional Payment Status (ప్రతిపాదన స్థితి)	Door No. (డోర్ నెం.)	Village (గ్రామం)	Registration / Survey (రెజిస్ట్రేషన్ / సర్వే)	Plot No. (ప్లట్ నెం.)	Area (విస్తీర్ణం)	Boundaries (సరిహద్దులు)
1	233 / 2022	1	98200	Clear	PORNAMALLU	PORNAMALLU	88		LAND OF KUMMARI NASIR, KENKATANGULU, LAND OF VADEDE SONNANNA, LAND OF VADEDE

Proceed 9(b)

- If the citizen adds property details and executant details to the document from the link documents. The citizen can view the Details on the below screen. Now citizens can add claimant details and can also edit the property details and add the payment between the parties.

The screenshot shows a web browser window with the URL 117.254.87.83:3010/PartiesDetailsPage. The page is titled "Parties Details - Public Data Entry" and is part of the "REGISTRATION & STAMPS DEPARTMENT" of the "GOVERNMENT OF ANDHRA PRADESH".

The document being viewed is a "Sale Deed" with Application ID: AP20231321681216760479. The document details are as follows:

Stamp Duty	Transfer Duty	Registration fee	User Charges	Market Value	Consideration Value
₹50000	₹15000	₹10000	₹200	₹962500	₹1000000

1. Executant

S.No.	Name	Relation	Age	Address	Representative	Action
1	VADDE CHINNA MADANNA	S/O ADDE CHINNA MADANNA	52	JAMMAN GERUHANDRI KHARAWADI, CONEGANDLA, KURNOOL	Add Representative	[Add] [Edit] [Delete]

2. Claimant

S.No.	Name	Relation	Age	Address	Representative	Action
[Add Claimant]						

3. Property Details

S.No.	Type	Details	Boundaries	Action
1	RURAL (AGRICULTURE)	SRO-GUDURU Survey-81 Extent /	N-LAND OF KUMAMBI NADIP VENATRAMIDU, S-LAND OF VADDE SUNKANNA E-LAND OF VADDE LINGANNA, W-RASTA	[Add] [Edit] [Delete]

4. Payments Between Parties

S.No.	Mode Of Payment	Amount	Payment Date
[Add Payments Between Parties]			

5. Covenants

1. The VENDOR Hereby Declares That The Vendor Is The Rightful Owner, And Is Having Full Right And Absolute Authority To Convey The Schedule Property To The VENDEE And That The Schedule Property Is Free From All Kinds Of Encumbrances, Charges, Lien, Claims And Demands Of Whosoever Nature And That The Vendor Has Paid All Taxes Etc., Payable On The Schedule Property Up To Date And There Are No Dues Of Any Kind Against The Said Property. The VENDOR Hereby Sell, Convey And Transfer The Schedule Property With All Rights, Title, Interest Whosoever Of The VENDOR To Have And To Hold The Same As Absolute Owner To The Use Of The VENDEE Forever.

- If the citizen does not want you to add property details and executant details to the document from the link documents below screen appears.

The screenshot shows the same web application as above, but with different values for the document details:

Stamp Duty	Transfer Duty	Registration fee	User Charges	Market Value	Consideration Value
₹50000	₹15000	₹10000	₹200	₹0	₹1000000

The document details are as follows:

S.No.	Name	Relation	Age	Address	Representative	Action
[Add Executant]						

S.No.	Name	Relation	Age	Address	Representative	Action
[Add Claimant]						

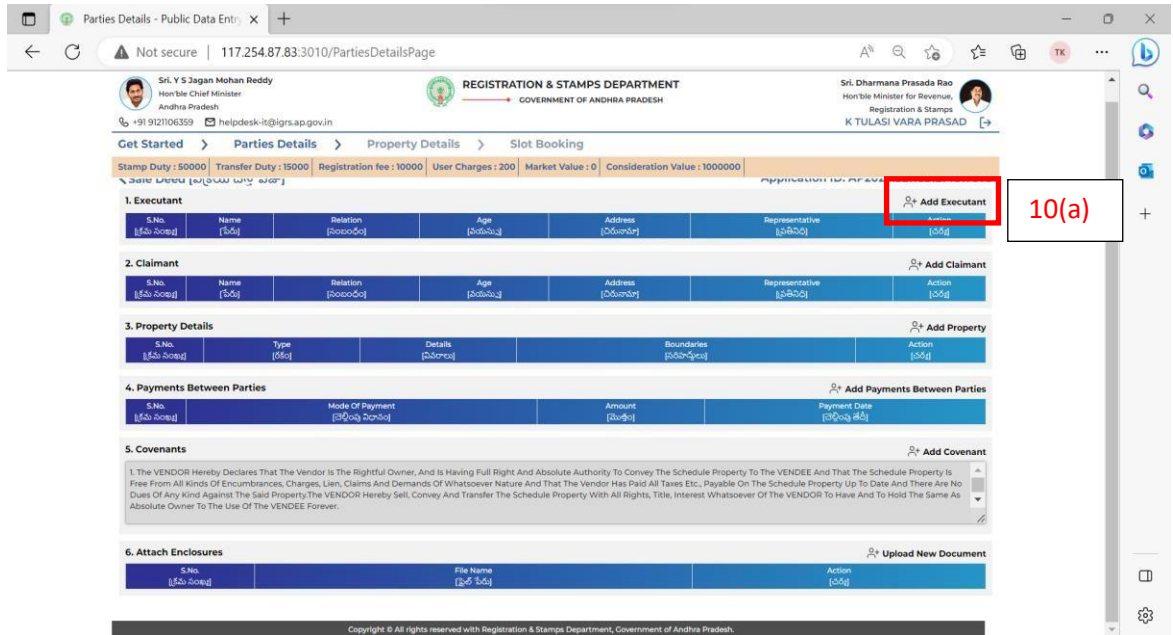
S.No.	Type	Details	Boundaries	Action
[Add Property]				

S.No.	Mode Of Payment	Amount	Payment Date
[Add Payments Between Parties]			

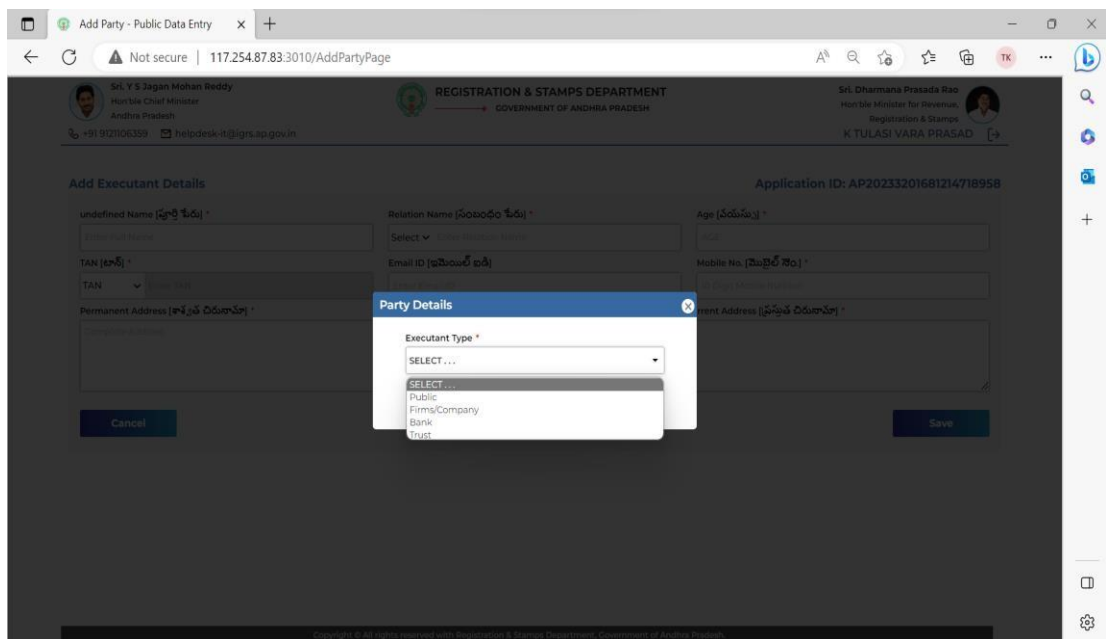
S.No.	File Name	Action
[Upload New Document]		

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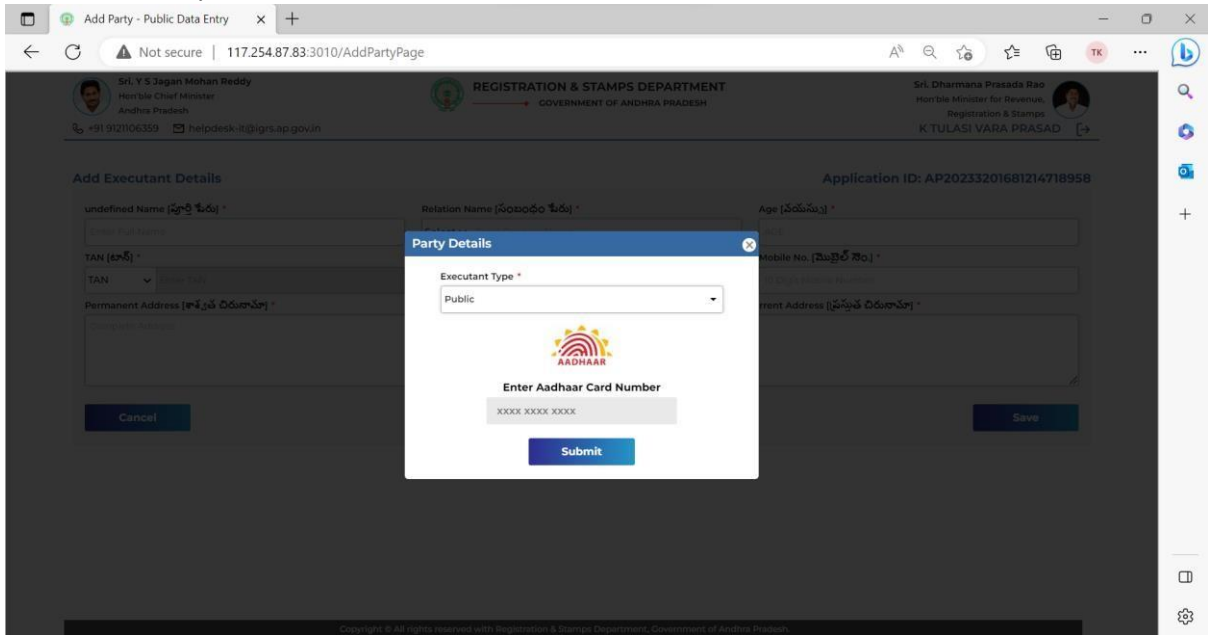
- Later the details of the executants/Mortgager/Donor and claimant/mortgagee/Donee etc. needs to be entered by clicking on add executants/Mortgager/Donor.



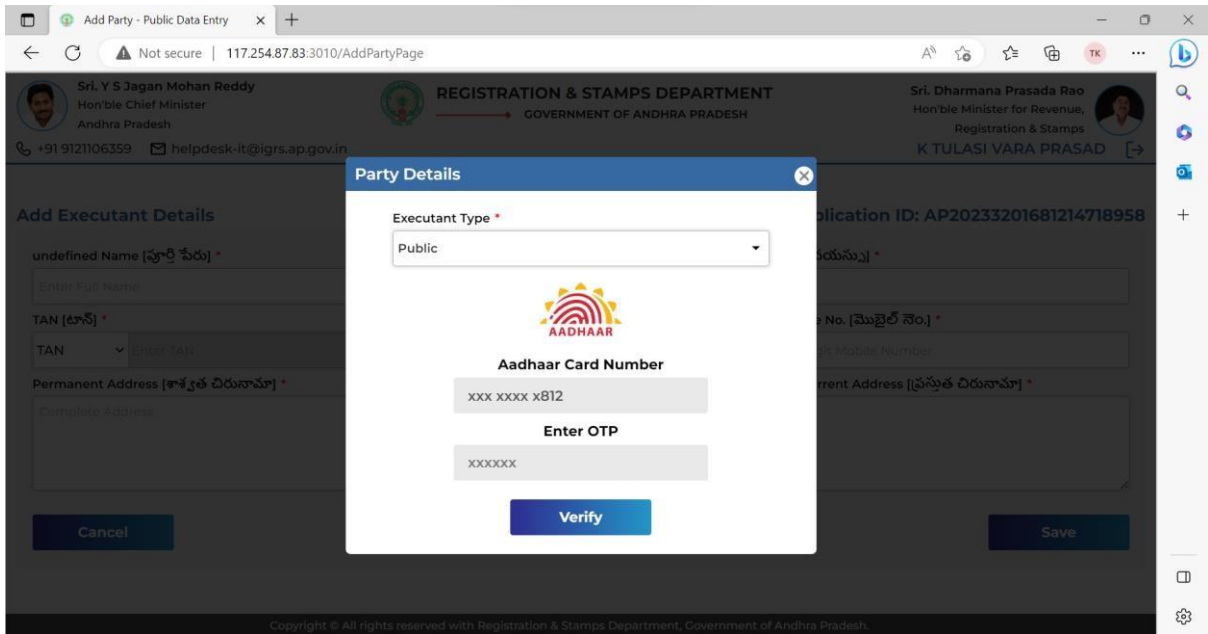
- By selecting the add executant the below screen appears from where the citizen has to select the Executant type.



- If the citizen selects executant type as public the below screen appears where the citizen has to enter the executant aadhaar number
- If the citizen selects executant type other than public then, the citizen has to enter the details manually.












- Citizen has to enter the OTP received to the mobile number for which aadhaar number is linked.



- After entering the OTP executants/Mortgager/Donor and claimant/mortgagee/Donee details with Full Name, Relation, Age, Permanent Address, Aadhaar No will be auto-populated. Citizen now has to enter their Mobile Number, Email Id and PAN/Form (60/61) manually.

- In case of an individual the PAN number, in case of Firm / Company / Trust, PAN or TAN number needs to be entered.
- If there is no PAN number the Form 60/61 needs to be generated through this module and submitted to the Sub Registrar concerned.
- In case of any interruption in the online Public data entry, the provision to re-enter and update the details by using the back button and selecting the “Edit” option box provided in the home page.

S.No. [క్రమ సంఖ్య]	Application ID [అప్లికేషన్ ID]	Document Type [దస్త్రం రకం]	S.R.O [సబ్ రిజిస్ట్రార్]	Execution Date [నిర్వహించిన తేదీ]	Status [స్థితి]	Action [చర్య]
1	AP20236171680778609614	Sale Deed [విక్రయ దస్తావేజు]	KANKIPADU	06/04/2023	DRAFT	
2	AP20236171680779653515	Sale Deed [విక్రయ దస్తావేజు]	KANKIPADU	06/04/2023	DRAFT	
3	AP202313011680780003264	Sale Deed [విక్రయ దస్తావేజు]	ADONI	06/04/2023	DRAFT	
4	AP20236131680790351365	Sale Deed [విక్రయ దస్తావేజు]	BANTUMILLY	06/04/2023	SUBMITTED	
5	AP20236171680845260783	Sale Deed [విక్రయ దస్తావేజు]	KANKIPADU	07/04/2023	SUBMITTED	
6	AP20236171681105396238	Sale Deed [విక్రయ దస్తావేజు]	KANKIPADU	10/04/2023	SUBMITTED	
7	AP20236171681108074862	Gift [దాన పత్రము]	KANKIPADU	10/04/2023	SUBMITTED	
8	AP2023617168116637164	Gift [దాన పత్రము]	KANKIPADU	10/04/2023	SUBMITTED	
9	AP2023617168118332298	Gift Of Terrace Rights [బ్రిక్రేస్ హక్కుల దానపత్రము]	KANKIPADU	10/04/2023	SUBMITTED	
10	AP2023617168118728350	Gift Settlement In F/O Others [ఇతరవలదన దానపత్రము]	KANKIPADU	10/04/2023	SUBMITTED	

11(a)

- This will enable the citizen to select his application basing on the **name of the parties** and **Application Id** and to proceed for further preparation from where he stopped.
- This editing facility is provided for all the steps, in order to enable the citizen to overcome the situations of power failure, system failure, net failure etc.
- In the case of representatives for seller/buyer or Mortgagor/Mortgagee, Donor/Donee a provision is given to add the representative details also by selecting the “Add Representative” button provided in the module.

The screenshot displays the 'Parties Details' page for a 'Sale Deed' application. The page includes a navigation bar with 'Get Started', 'Parties Details', 'Property Details', and 'Slot Booking'. Below the navigation, there are fields for Stamp Duty (50000), Transfer Duty (15000), Registration fee (10000), User Charges (200), Market Value (962500), and Consideration Value (1000000). The application ID is AP202313211681216760479.

The '1. Executant' section contains a table with the following data:

S.No.	Name	Relation	Age	Address	Representative	Action
1	VADDE CHINNA MADANNA	S/O ADDE CHINNA MADANNA	52	JAMMAN GERI/HANDRI KHAIRAWADU, GONEGANDLA, KURUPOLI	Add Representative	Remove

The '2. Claimant' section is currently empty.

The '3. Property Details' section contains a table with the following data:

S.No.	Type	Details	Boundaries	Action
1	RURAL(AGRICULTURE)	SRO-CUDUR, Survey-81 Estemv.	N-LAND OF KUMAMBI NADIPU VENKATRAMUDU, S-LAND OF VADDE SUNKANNA E-LAND OF VADDE LINGANNA, W-RASTA	Remove

The '4. Payments Between Parties' section is currently empty.

The '5. Covenants' section contains the following text:

1. The VENDOR hereby declares that the Vendor is the Rightful Owner, and is having Full Right and Absolute Authority to Convey the Schedule Property to the VENDEE and that the Schedule Property is Free from all kinds of Encumbrances, Charges, Lien, Claims and Demands of whatsoever Nature and that the Vendor has Paid All Taxes Etc., Payable on the Schedule Property up to Date and there are no Dues of Any Kind Against the Said Property. The VENDOR hereby Sell, Convey and Transfer the Schedule Property with All Rights, Title, Interest whatsoever of the VENDOR to have and to hold the Same as Absolute Owner to the Use of the VENDEE Forever.

< Sale [విక్రయం] 4. Property Details (అమ్మి వివరాలు)

Total Consideration Value (మార్కెట్ ప్రతిఫలం దేయవ) * 1000000 Know Market Value

Date of Execution Details (అమలు చేసే తేదీ వివరాలు) *
Date of Execution (అమలు తేదీ) * 27/04/2023 Total Stamp Paper Value (ఫ్రాంట్ పేపర్ మార్కెట్ దేయవ) * 100 Date of Stamp Purchase (ఫ్రాంట్ పేపర్ కొనుగోలు తేదీ) * 20/04/2023

Which Jurisdiction district and SRO office is the property Located ? (ఏ సబ్ రిజిస్ట్రార్ జూరిస్డిక్షన్ పరిధిలో ఉన్న అమ్మి?)
Jurisdiction Registration District (అధికార పరిధి రిజిస్ట్రార్ జూరిస్డిక్షన్) * SELECT ... Mandal (మండలం) * SELECT ...
Village (గ్రామం) * SELECT ... Jurisdiction Sub-Registrar (అధికార పరిధి సబ్ రిజిస్ట్రార్ జూరిస్డిక్షన్) * SELECT ...

13(a)

Type of Property (అమ్మి రకం) * Land Use (భూమి వినియోగం) *
SELECT ... SELECT ... Proceed

13(b)

- The schedule property depends on several parameters such as an agricultural land, a plot, a House or a Flat.
- Additional input parameters are required for Houses and Flats as they will have structures in addition to the land/site.

14(a)

- The value of structure depends on type of structure, number of floors, type of construction, stage of construction and age of the construction etc.
- In the property details, some parameters can be filled by choosing from the list of values and some from the web services like the web land provided in the module.
- This minimizes the data entry of the property details.
- Initially, the citizen has to choose the location particulars of the property and select the local body type, local body name, the registration district, the Sub Registrar Office where the property is situated, type of property i.e., Rural or Urban.
- In case of agricultural land the citizen has to select the land use of the property i.e., dry, wet, Garden, Agricultural land fit for house sites and land abutting major roads.
- In case of urban properties in municipalities / panchayats for Plots, Flats, Houses, the citizen has to select the land use i.e. whether the land is **Residential** (Site including structure) or Commercial (Site including structure) or Urban Vacant Land (sites) or Notified Slum (both site and structure) or Industrial (both site and structure) etc..

- If citizen selects PRIMME with document generation the additional inputs, Covenants, and Attach enclosures has to be added additionally which are shown in the below screen

The screenshot shows the 'Parties Details' page with the following sections:

- 4. Mortgage Payment Details:** A table with columns: Principal Amount, Interest Rate, Duration, Interest On Penalty, and Action.
- 5. Covenants:** A text area containing two numbered covenants. A red circle highlights the 'Add Covenant' button.
- 6. Attach Enclosures:** A table with columns: S.No., File Name, and Action. A red circle highlights the 'Upload New Document' button.

Red boxes labeled '15(a)' and '15(b)' are placed over the 'Add Covenant' and 'Upload New Document' buttons respectively.

- After completing this process by clicking the proceed button, the citizen has to select the presenter and “document prepared by” among the list of sellers or buyers/ mortgagor or mortgagee and Donor or Donee.

The screenshot shows the 'Parties Details' page with the following sections:

- 2. Claimant:** A table with columns: S.No., Name, Relation, Age, Address, Representative, and Action.
- 3. Property Details:** A table with columns: S.No., Type, Details, Boundaries, and Action.
- 7. Presenter:** A section containing two tables:
 - Executant List:** A table with columns: S.No., Name, C/O, Age, and Presenter.
 - Claimant List:** A table with columns: S.No., Name, C/O, Age, and Presenter.

A 'Submit' button is located at the bottom of the page.

- The system automatically assesses the market value of the property after entering all these inputs of the land and structure details.
- The system will also assess the stamp duty, registration fee and user charges payable. User can pay the amount online by clicking the Make Payment button.
- The citizen can select the slot booking button for selecting the time of his choice.

16(a)

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- The first screen will automatically show the location of the office as selected by the citizen in the first step of preparation of the document.

S.No. [క్రమ సంఖ్య]	Application ID [అప్లికేషన్ ID]	Document Type [దస్తావేజు రకం]	S.R.O [ఎస్.ఆర్.ఓ.]	Execution Date [ఎగ్జిక్యూషన్ తేదీ]	Status [స్థితి]	Action [చర్య]
12	AP2023303168117287867	Sale Agreement With Possession [విక్రయ సాధన ఉపసంహరణ]	CHODAVARAM	10/04/2023	SUBMITTED	
13	AP2023702168118092023	Sale Agreement Without Possession [విక్రయ అసాధన ఉపసంహరణ]	CHEBROLU	10/04/2023	SUBMITTED	
14	AP20231221168119109292	Sale Deed [విక్రయ దస్తావేజు]	ANANTHAPUR RURAL	10/04/2023	SUBMITTED	
15	AP202310061681120699306	Mortgage Without Possession [అసాధన తనణ్ణా]	PALAMANER	10/04/2023	SUBMITTED	
16	AP20236251681121300528	Mortgage With Possession [సాధన తనణ్ణా]	MYLAVARAM	10/04/2023	SUBMITTED	
17	AP202312141681121988561	Partition [భాగపంపిణీ]	RAYADURG	10/04/2023	SUBMITTED	
18	AP20233101681122344412	Release (Co-Parceners) [సహకర్మ విడుదల]	YELAMANCHILI	10/04/2023	SUBMITTED	
19	AP20231111681122739483	Exchange [సరటా, మార్పిడి దస్తావేజు]	RAYACHOTI (R.O)	10/04/2023	SUBMITTED	
20	AP20231111681122757099	Exchange [సరటా, మార్పిడి దస్తావేజు]	RAYACHOTI (R.O)	10/04/2023	SUBMITTED	

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- He has to fill the date field and select the time of registration in the available time slots as per his choice.

The screenshot shows the 'Slot Booking' page with the following details:

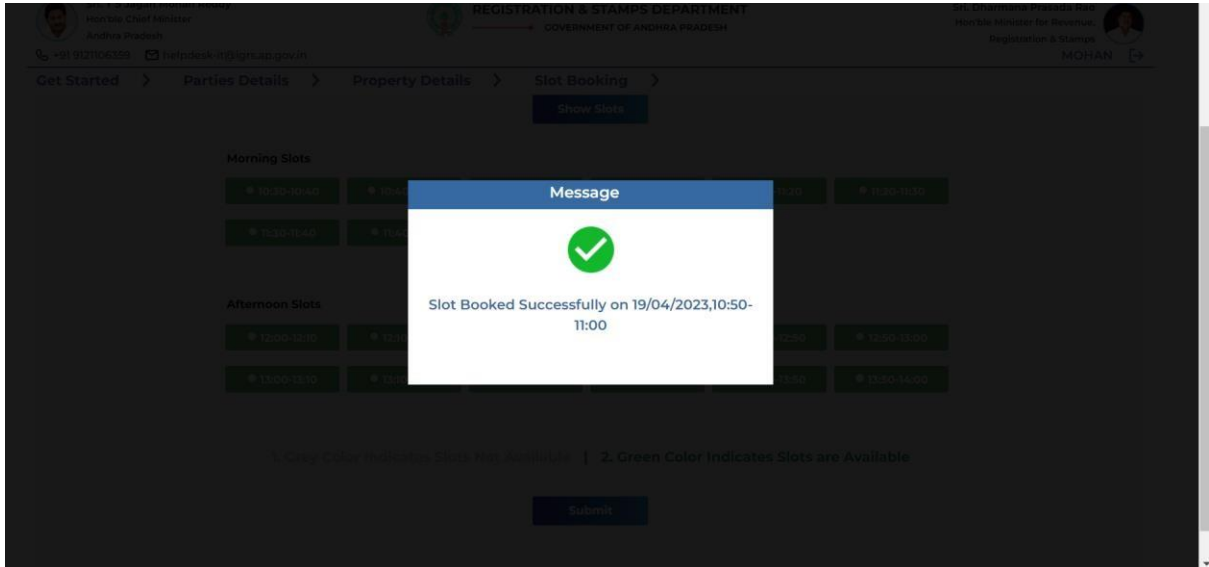
- Header:** Sri. Y S Jagan Mohan Reddy, Hon'ble Chief Minister, Andhra Pradesh. REGISTRATION & STAMPS DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH. Sri. Dharmana Prasada Rao, Hon'ble Minister for Revenue, Registration & Stamps.
- Navigation:** Get Started > Parties Details > Property Details > Slot Booking >
- Application ID:** AP20233031681117287867
- Form Fields:**
 - District Registrar Office: ANAKAPALLI
 - Sub Registrar Office: CHODAVARAM
 - Date: dd-mm-yyyy (dropdown menu open)
- Calendar:** A calendar for April 2023 is displayed, with the 12th highlighted.
- Buttons:** Show Slots

18(a)

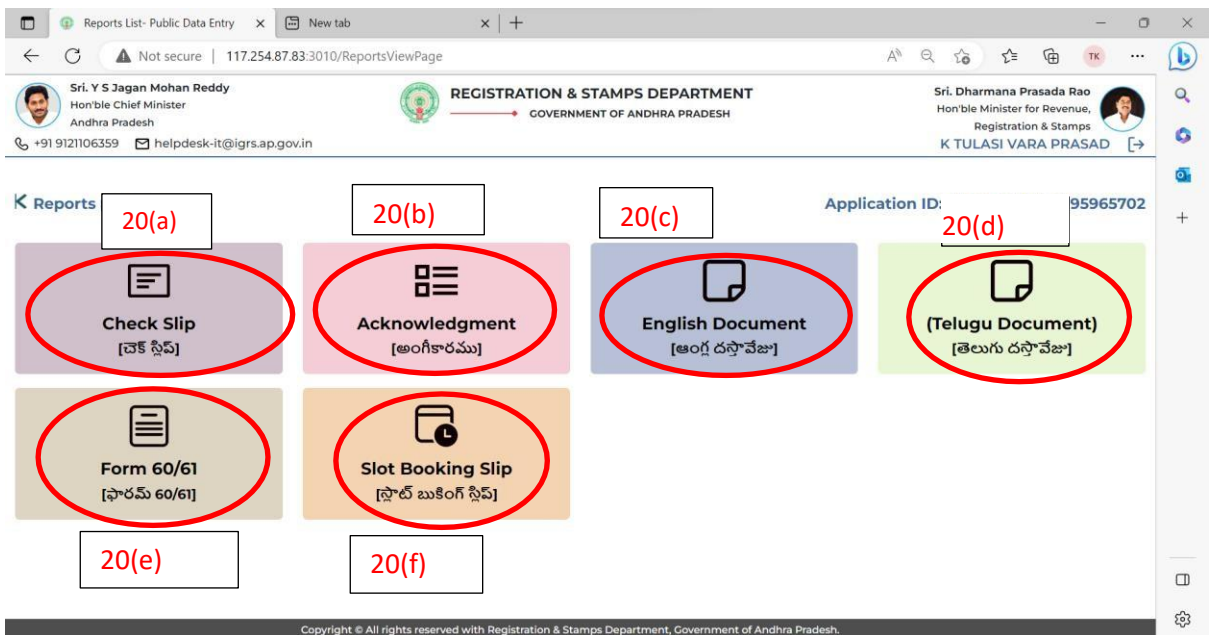
The screenshot shows the 'Slot Booking' page with the following details:

- Header:** Sri. Y S Jagan Mohan Reddy, Hon'ble Chief Minister, Andhra Pradesh. REGISTRATION & STAMPS DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH. Sri. Dharmana Prasada Rao, Hon'ble Minister for Revenue, Registration & Stamps.
- Navigation:** Get Started > Parties Details > Property Details > Slot Booking >
- Form Fields:**
 - District Registrar Office: ANAKAPALLI
 - Sub Registrar Office: CHODAVARAM
 - Date: 19-04-2023
- Buttons:** Show Slots
- Time Slots:**
 - Morning Slots:** 10:30-10:40, 10:40-10:50, 10:50-11:00, 11:00-11:10, 11:10-11:20, 11:20-11:30, 11:30-11:40, 11:40-11:50, 11:50-12:00
 - Afternoon Slots:** 12:00-12:10, 12:10-12:20, 12:20-12:30, 12:30-12:40, 12:40-12:50, 12:50-13:00, 13:00-13:10, 13:10-13:20, 13:20-13:30, 13:30-13:40, 13:40-13:50, 13:50-14:00
- Legend:** 1. Grey Color Indicates Slots Not Available | 2. Green Color Indicates Slots are Available
- Buttons:** Submit

19(a)



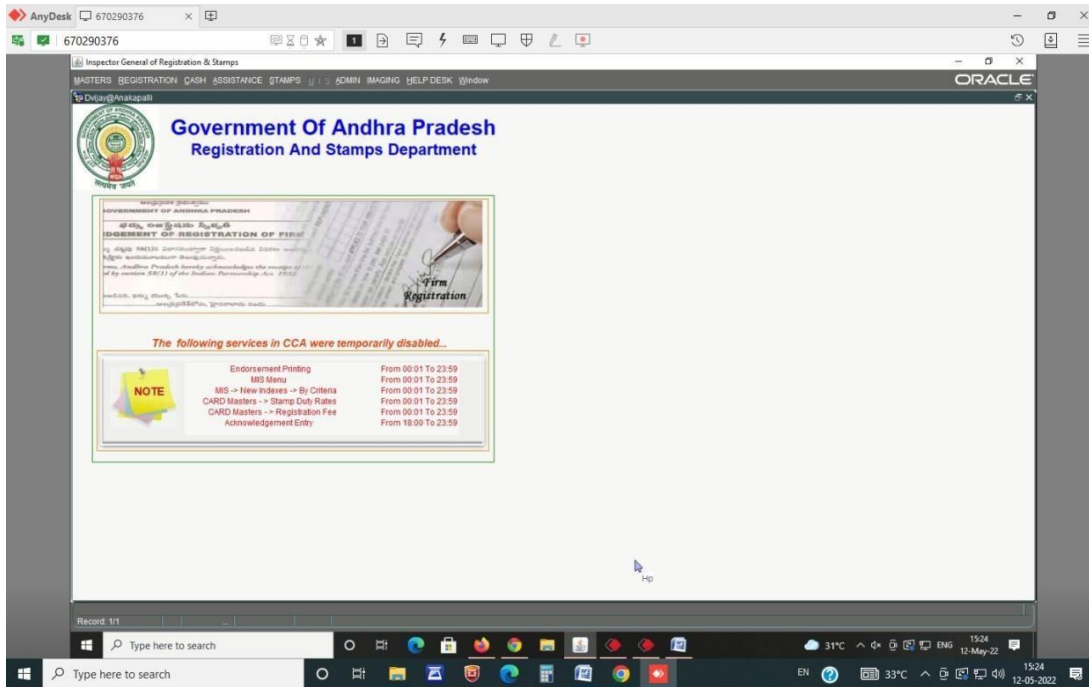
- The citizen can also get the Check slip, Acknowledgement, English Document, Telugu Document, Form 60/61 and Slot Booking Slip.



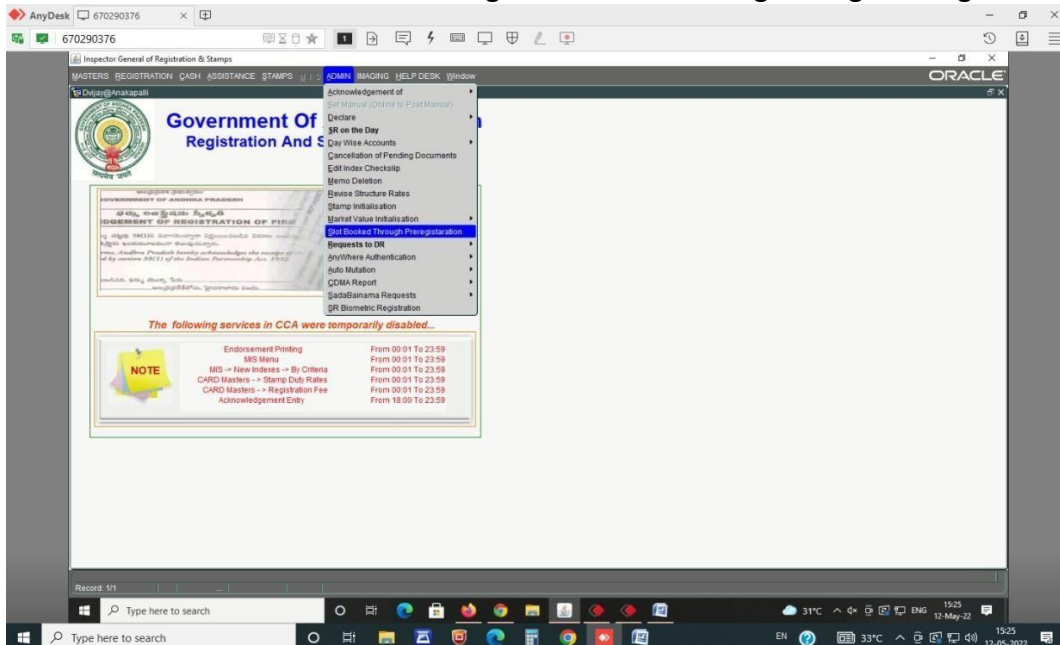
SOP FOR DOCUMENT REGISTRATION BASED ON PRIMMESUB REGISTRAR END

- 1) Document preparation:** The Citizen will prepare the document and enter the data through PRIMME module and submit the document to the Sub-Registrar concerned along with the PRIMME ID.
- 2) The Sub-Registrar shall open the PRIMME ID and compare the data entered in PRIMME with the data provided in the document, and edit the data making use of the edit button provided in the PRIMME report and after satisfaction as to the correctness of the data in PRIMME ID shall generate a report of the data entered through PRIMME and given it to the parties concerned for checking.**
- 3) After obtaining the signatures of the parties in token of acceptance of correctness of data shall click the accept button provided in the PRIMME report, where after CS No.is generated in CCA.**
- 4) The checkslip shall be opened and Photos and thumb impressions of the parties concerned will be captured. Cash receipt will be generated duly consuming the CFMS challans through defacement module and proceed with the registration process in CCA.**

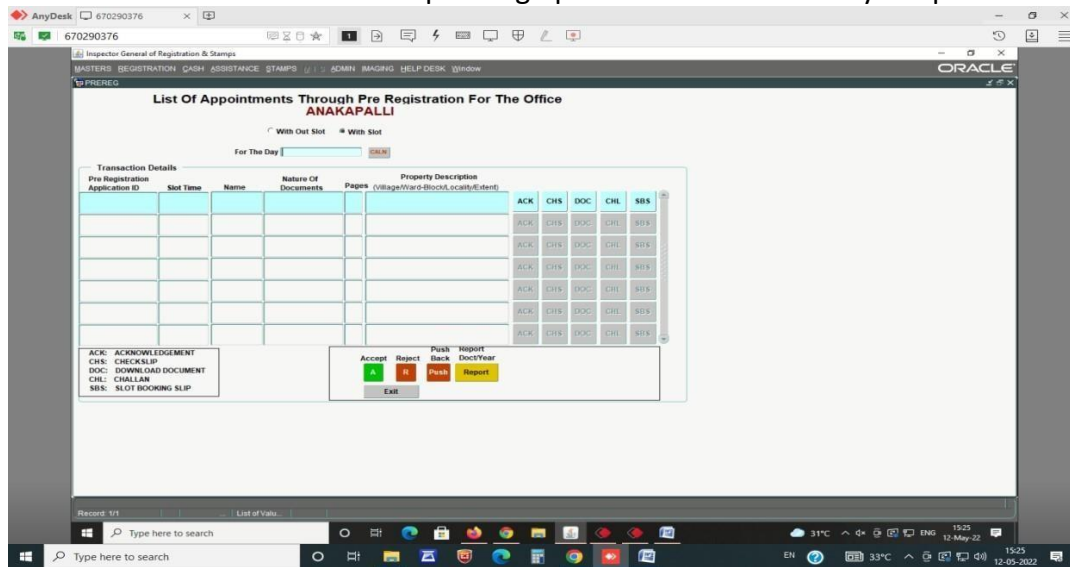
- The Sub Registrar has to Login in to the CCA Module



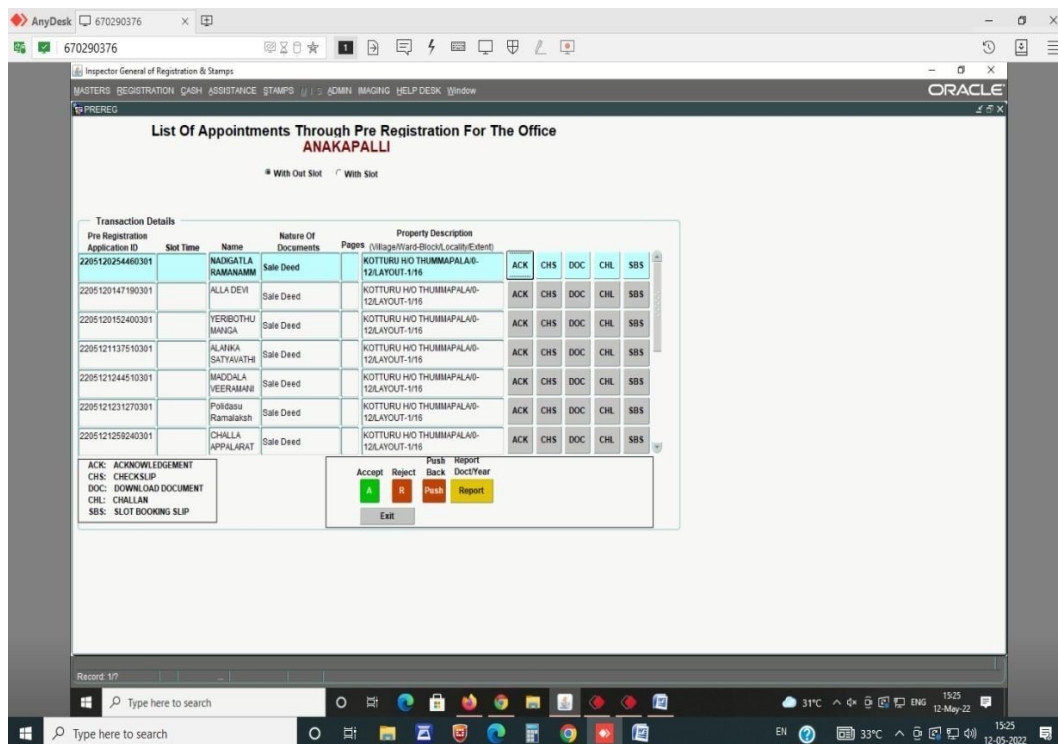
- Click on the Admin module and go to the Slot Booking through Preregistration



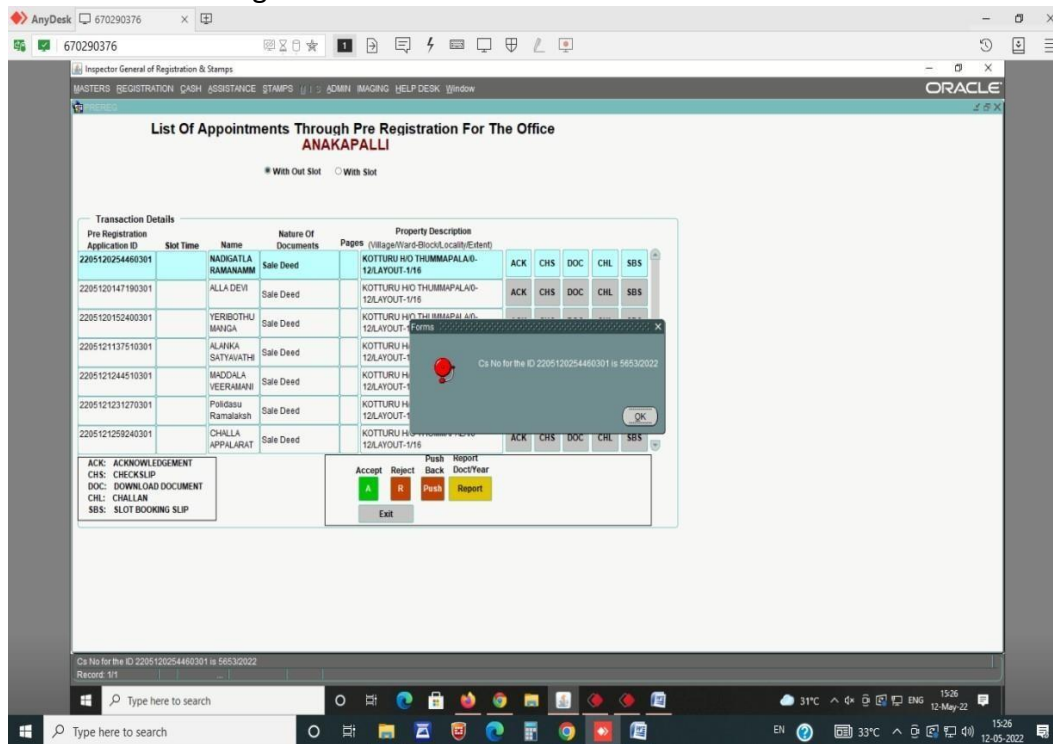
- Here Sub Registrar on the top can find 'Without Slot' and 'with slot' options. He has to select either of those depending upon the mode chosen by the public



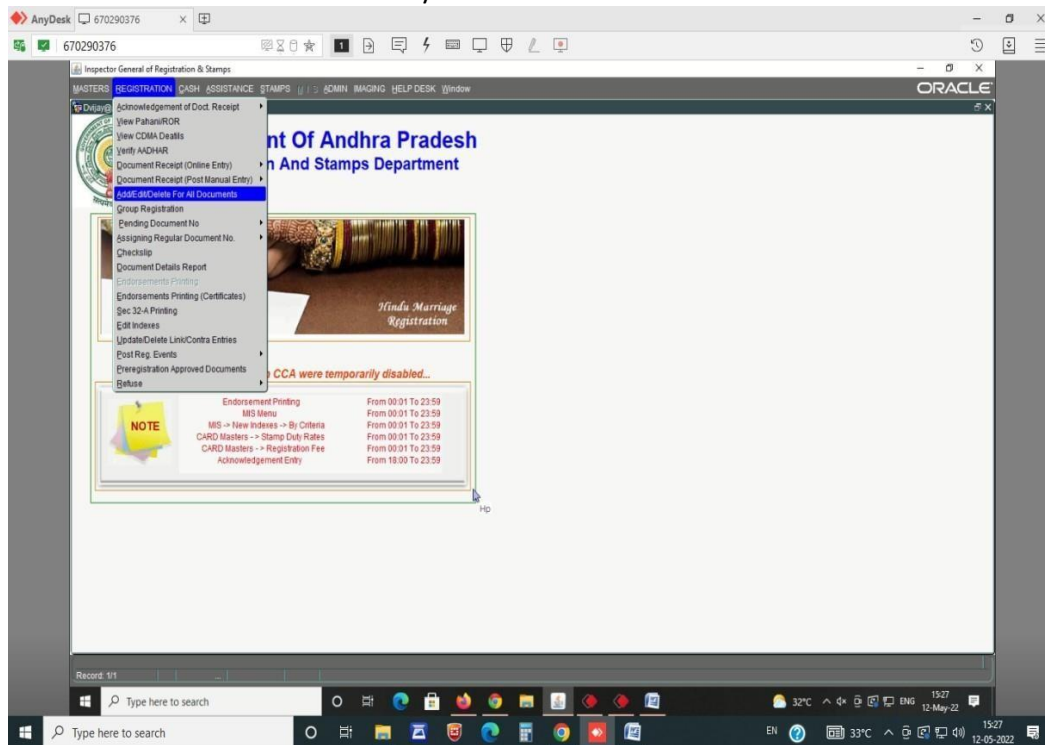
- Sub Registrar has to select the PRIMME ID of the citizen to proceed for viewing the Acknowledgement, Check Slip, Challan, Slot booking Slip.
- If the Sub Registrar satisfies with the data after checking the checkslip details as per the document presented by citizen, then he can accept the document for presentation, otherwise he can push back or reject the document depending upon the correctness of the document presented



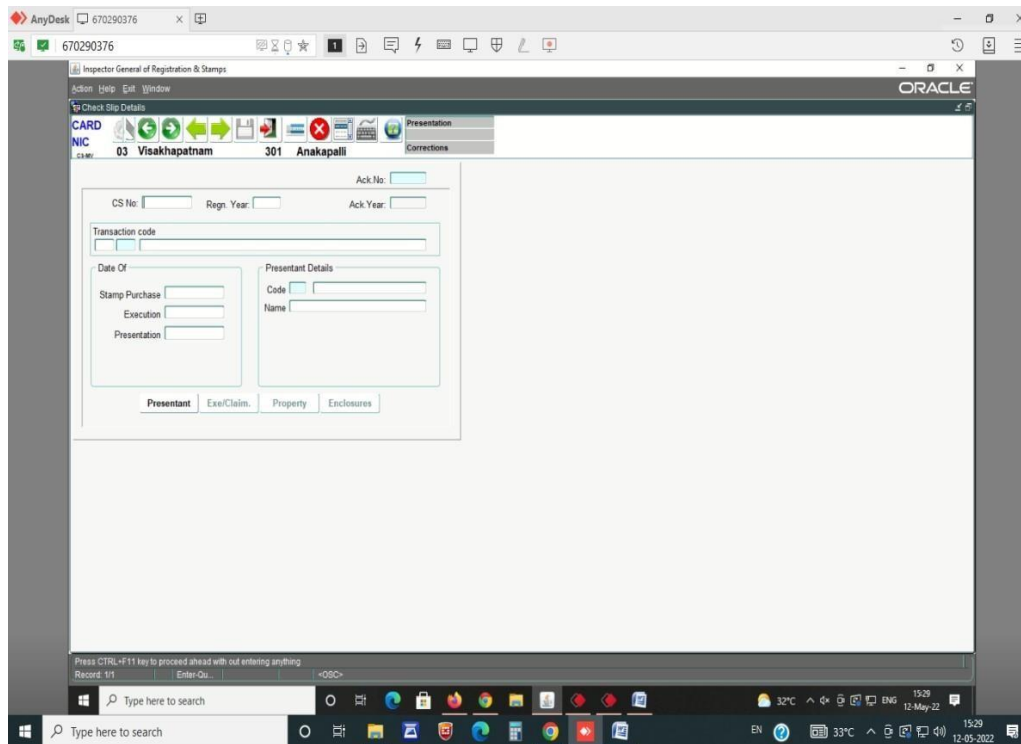
- Once Sub Registrar accepts the document by pressing the Accept button, then the CS No will be generated



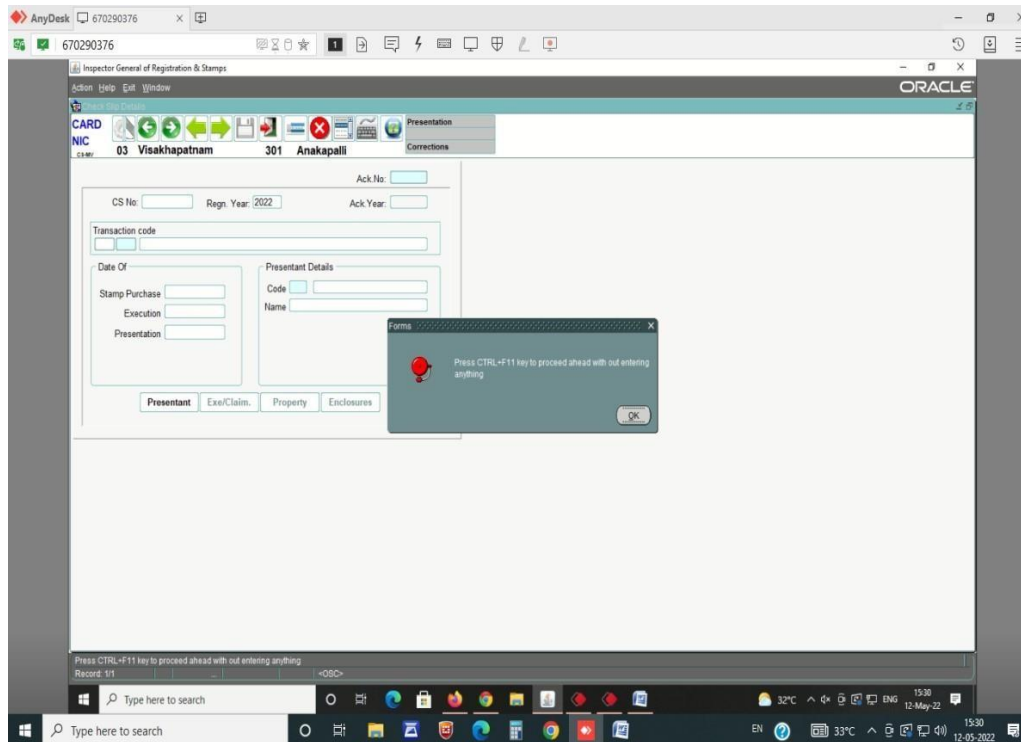
- In the Registration module Sub Registrar can select the Add/Edit/ Delete for All Documents for verification/correction of data.



- Enter the CS No Here



- Press CTRL+F11 to enter



- Check/Correct Claimant details Here

The screenshot shows the Oracle Inspector General of Registration & Stamps application interface. The window title is "Inspector General of Registration & Stamps". The application is running on a Windows desktop (AnyDesk 670290376). The interface includes a menu bar (Action, Help, Edit, Window), a toolbar with various icons, and a main data entry area. The data entry area is titled "Check/Claim Details" and shows the following information:

CARD
NIC 03 Visakhapatnam 301 Anapalli

Executive/Claimant Details

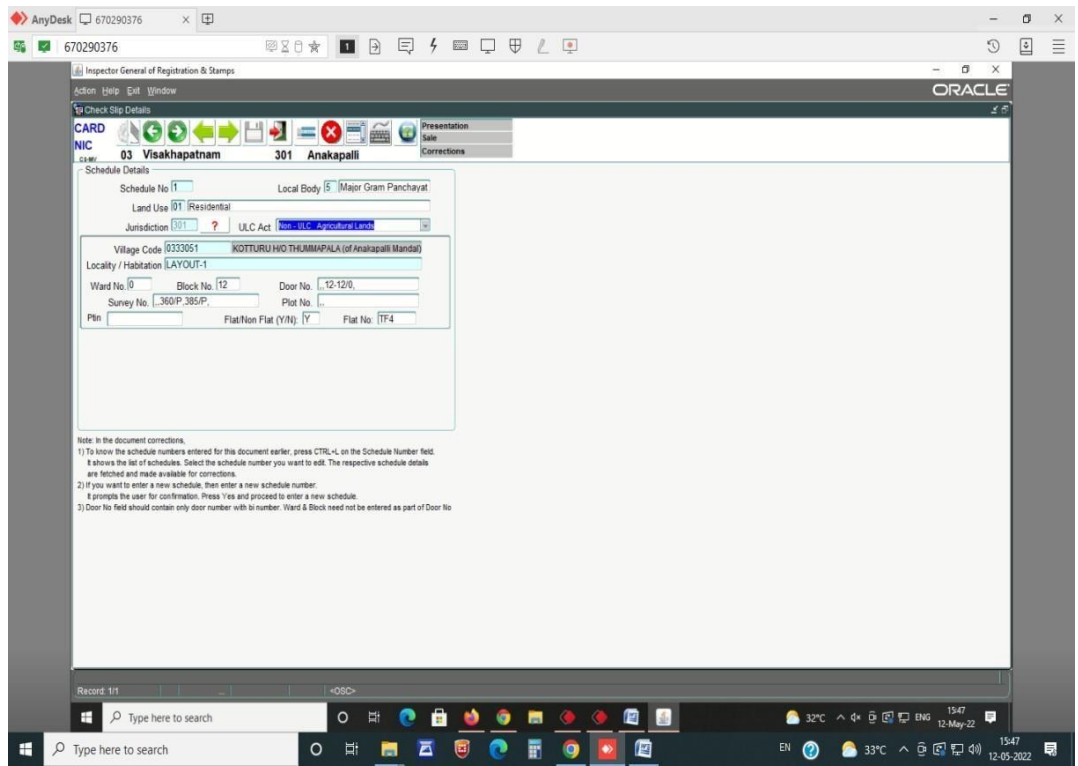
CLAIMANT										F	O	R	M	
Id Proof Attached	Aadhar No/ Passport No	Name	Age	S/D W/R	Rel. Name	Postal Address	City/Town	Phone No	PAN No	FORM No				
ANCHAR	521050972704	RAJGATLA RAM		W	RAJGATLA SRINI	14-24-15 NIDANAM				FORM60				

Buttons below the table: Presentant, Excl/Claim., Property, Enclosures.

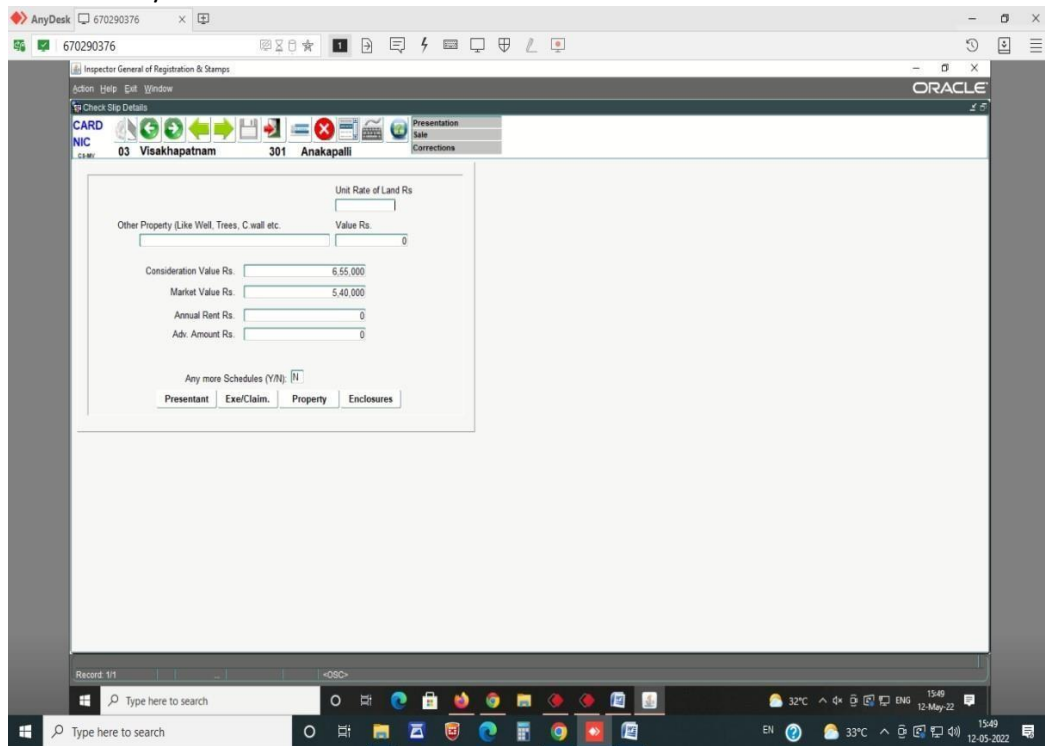
Record: 1/1

System tray: 32°C, 33°C, 15:37, 12-May-22, 12-05-2022

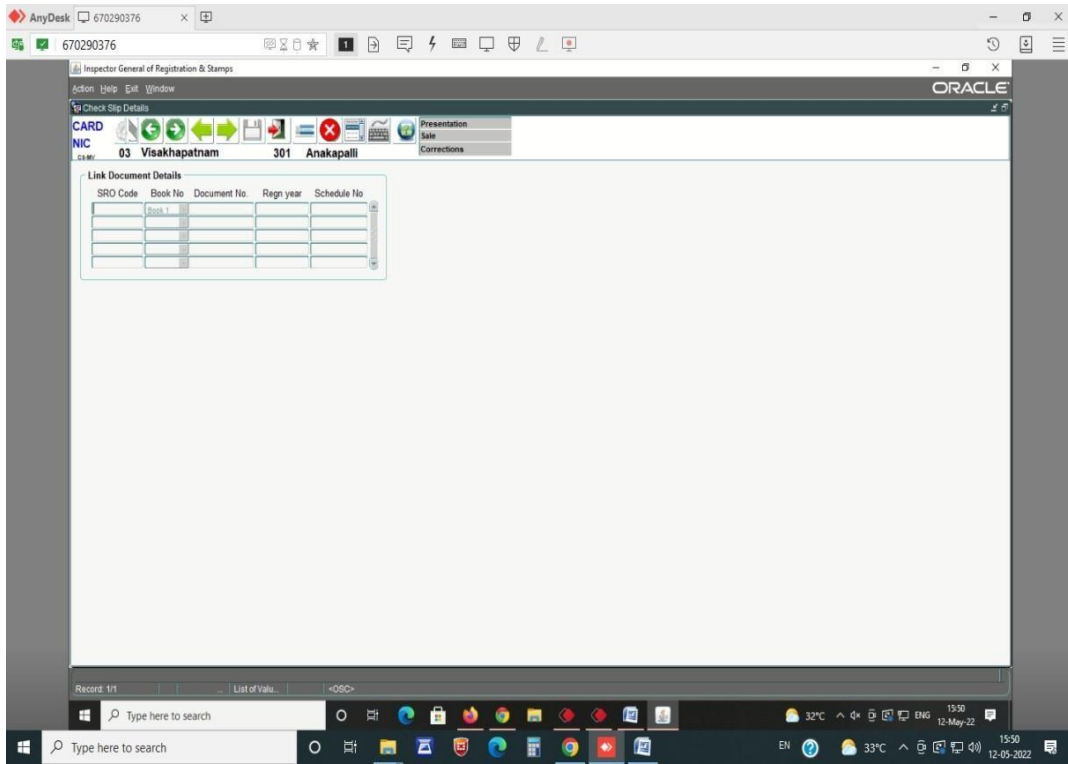
- Check/Correct Schedule details Here



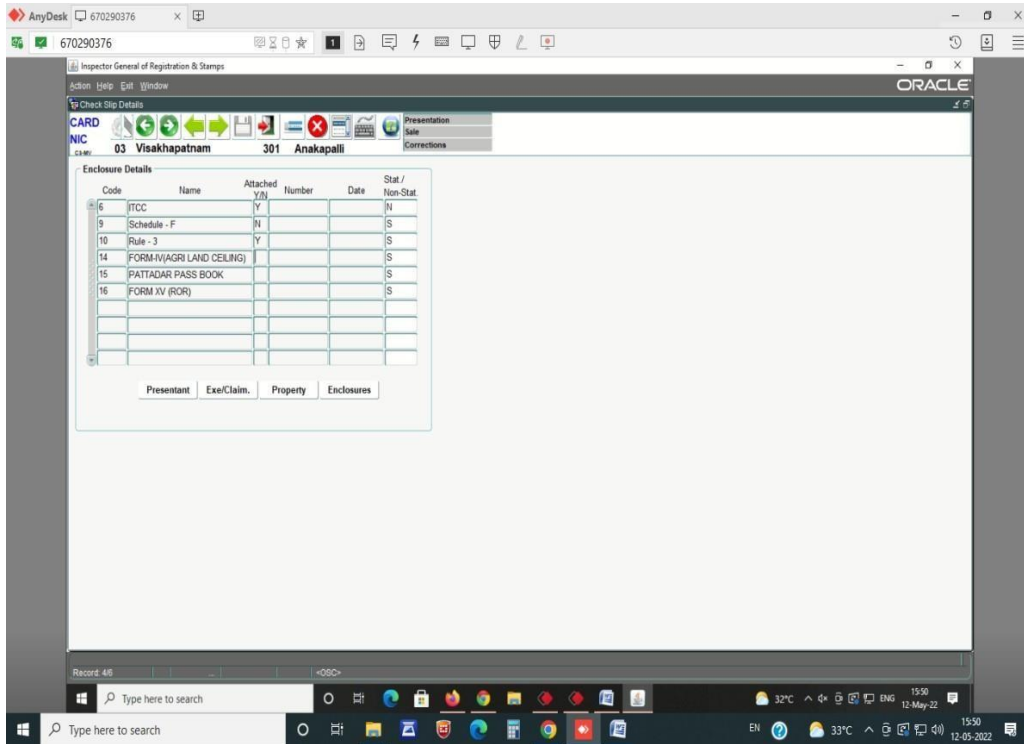
- Check/Correct consideration value here



- Check/Correct Link Document details Here



- Check/Correct Enclosure details Here



- Check the details of duty payable here. If all the details are tallied as per the document presented and the duties paid is correct, he can proceed to save the details by pressing the save button

The screenshot displays the Oracle Inspector General of Registration & Stamps application. The interface shows a 'Check Slip Details' window for a 'CARD' with 'NIC' 03 Visakhapatnam and 301 Anakapalli. The 'Duty Figures' section includes the following details:

Sale Agreement (Y/N)	<input checked="" type="checkbox"/>	Sec. 16 Enclosed (Y/N)	<input type="checkbox"/>
Sale Agreement Stamp Duty		Stamp duty Payable	32,750
Duty paid in respect of		Transfer duty Payable	9,825
Mortgage		Regn fee Payable	6,550
Stamp Duty Borne by Doct.		DSD Payable	32,740
Final Chargeable Value	6,55,000	User Charges	
Other Fee			

Below the duty figures, there is a checkbox for 'Do You Want to Pay Cash Now?' which is currently set to 'No'. At the bottom of the window, there are three buttons: 'Save', 'Checkslip Print', and 'Cash Receipt Print'.

- Then the Sub Registrar has to proceed for admission of Execution biometrically by capturing the photos and Thumb Impressions of the parties and witnesses by selecting the “Imaging - Photo FP” module.
- If the parties i.e. both Executants and Claimants affixes their passport size photographs and finger prints in section 32(A) form and if claimant authorizes any person to present on his behalf before the registering authority the claimant need not attend the Registration Office (G.O.Ms No 297 Rev(REG I) dept dated 25.03.2004).
- As per section 35 of Registration Act, (while following the procedure of admission of execution), if the registering officer satisfies himself about the persons appearing before him and if the executant is personally known to him, a check box is created in the system to allow for regularization of the document without obtaining the photographs and thumb impressions of the witnesses.

AnyDesk 670290376


Inspector General of Registration & Stamps

MASTERS REGISTRATION DASH ASSISTANCE STAMPS ADMIN MACRO HELP DESK Window

Dvijar@Anakapalli

Photo FP
Scanning
Bi Scan
Digital Sign
Pending Doc Scan
EKYC

Government Of Andhra Pradesh Registration And Stamp Department



Hindu Marriage Registration

The following services in CCA were temporarily disabled...

NOTE	Endorsement Printing	From 00:01 To 23:59
	MIS Menu	From 00:01 To 23:59
	MIS -> New Indexes -> By Criteria	From 00:01 To 23:59
	CARD Masters -> Stamp Duty Rates	From 00:01 To 23:59
	CARD Masters -> Registration Fee Acknowledgement Entry	From 10:00 To 23:59

Record - 111

Type here to search

32°C 15:54 12-May-22

Type here to search

33°C 15:54 12-05-2022