



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 "<u>http://registration.ap.gov.in</u>"

- 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 stamppaper 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

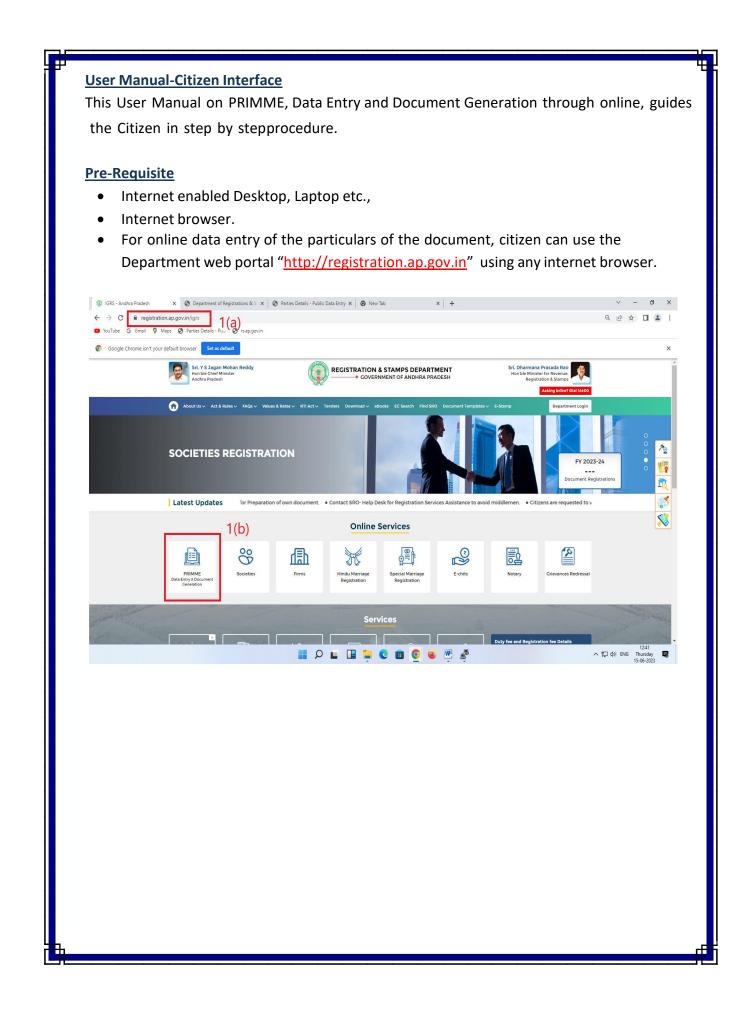
20(b) Click here to get the acknowledgment for the time slot booked

20(c) Click here to generate an English document

20(d) Click here to generate a Telugu document

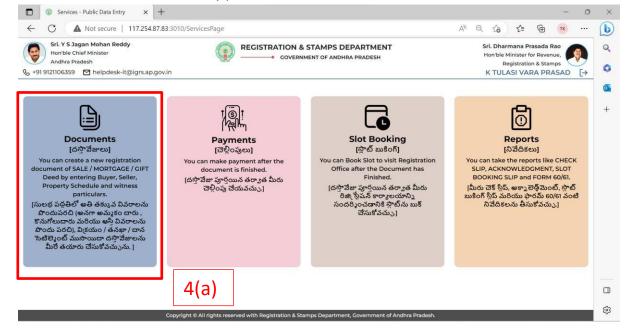
20(e)Click her to generate Form 60/61

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



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 Sri, Dharmana Prasada Rao -**REGISTRATION & STAMPS DEPARTMENT** Hon'ble Chief Minist Hon'ble Minister for Revenue. GOVERNMENT OF ANDHRA PRADESH Andhra Pradesh Registration & Stamps % +91 9121106359 ☐ helpdesk-it[at]igrs[dot]ap[dot]gov[dot]in 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 CARD PRIMME document to start data entry. 5. User can create New Document by clicking on the button. User Login 6. User can select public data entry or public data entry with document generation. 2(a) 7. User can select the type of Registration and nature of the document (Sale(01- Email ID
 Mobile Number
 Aadhaar Number
 Tidco 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). SRO Login 9. User can enter link document (District/ SRO / Link Document Number/Registration Year) Get OTP New Registration! 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. Copyright © All rights reserved with Registration & Stamps Department, Covernment of Andhra The citizen needs to fill the mandatory fields given in the red astrix (*). . Sri. Y S Jagan Mohan Reddy Sri. Dharmana Prasada Rao . **REGISTRATION & STAMPS DEPARTMENT** Hon'ble Chief Minister Andhra Pradesh Hon'ble Minister for Revenue, **GOVERNMENT OF ANDHRA PRADESH** Registration & Stamps 🚱 +91 9121106359 🛛 helpdesk-it[at]igrs[dot]ap[dot]gov[dot]in CARD PRIMME Process Flow 1. Enter the URL http://registration.ap.gov.in and Click on PRIMME. **New Registration!** 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. Full Name ' 4. Fill in the Mandatory fields and follow the Instructions to register 4(a) Click on the document to start data entry. Email ID 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-Mobile Number 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 adhaar Number 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. Note: Either Aadhaar No. / Email ID / Mobile No. is Mandatory. 10. User to add or edit executants/Mortgager/Donor and the claimant/mortgagee/Donee and also add "Representative". Already have an account? Send OTP 11. If user wants to enter input parameters for the Schedule of the property, User should Login 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. Copyright 6 All rights reserved with Registration & Stamps Department, Covernment of Andhra Pradi

- 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.

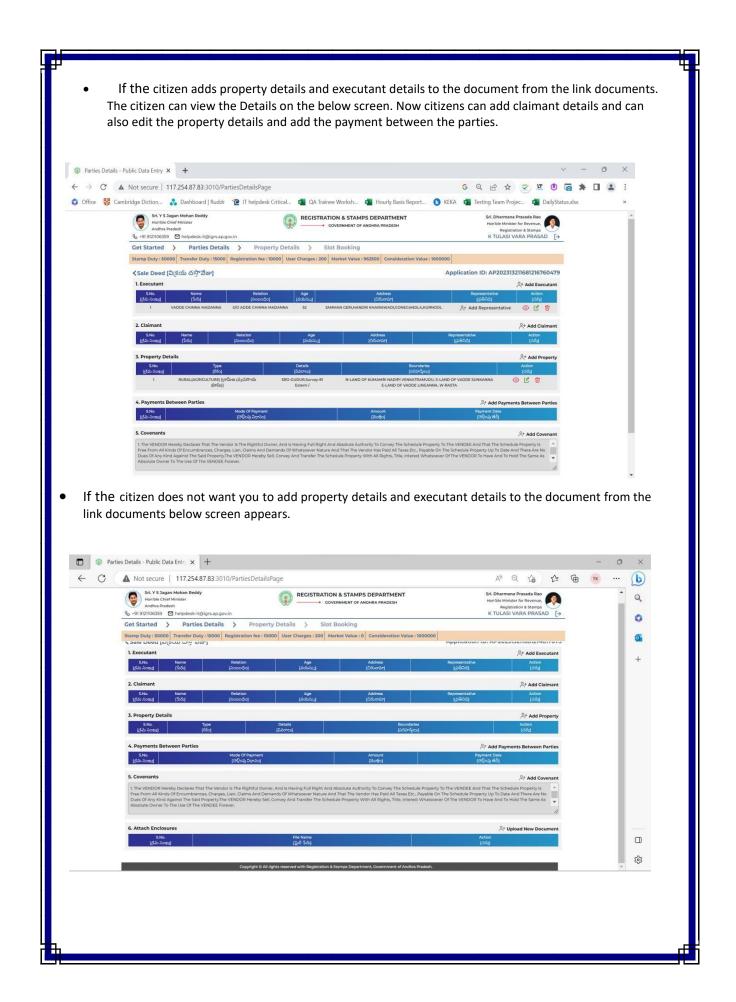


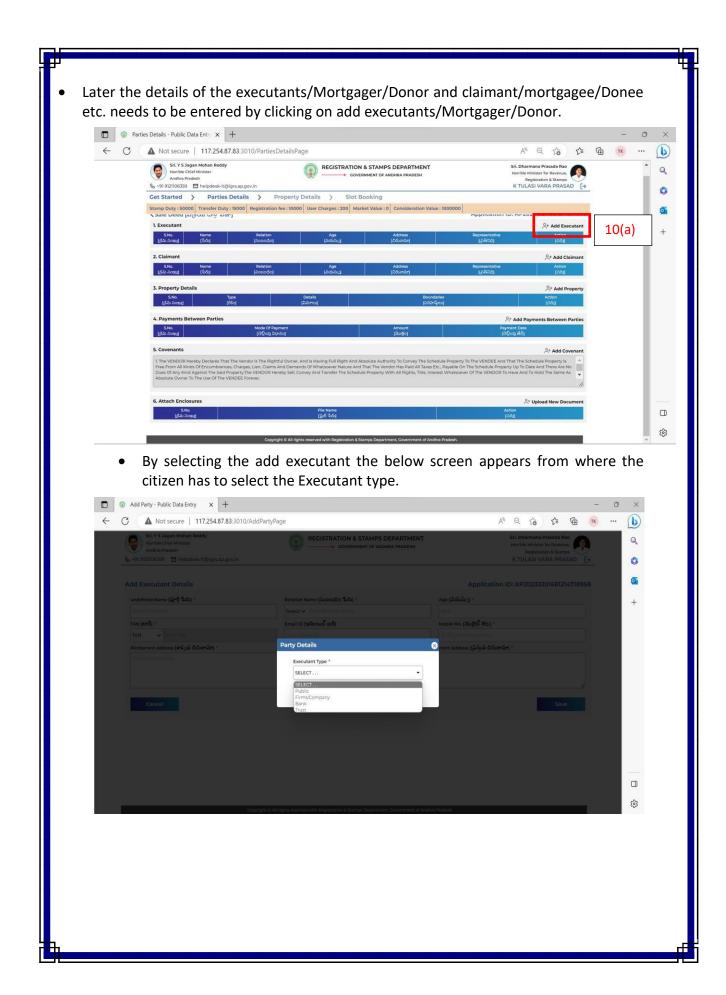
 The citizen can find the previously created data entries. For new documents user has to click on the new document.

Sri. Y S Jagan M Hon'ble Chief Mi Andhra Pradesh 21106359 🎦 I			MPS DEPARTME OF ANDHRA PRADESH		Hon't	harmana Pras ble Minister for Registration ULASI VARA	Revenue & Stamps	s, 📢
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8	AP20236171681116637164	Gift [దాన పత్రము]	KANKIPADU	10/04/2023	SUBMITTED	⑰		
9	AP20236171681118332298	Gift Of Terrace Rights (కొుర్రేస్ హక్కుల దానపడ్రము)	KANKIPADU	10/04/2023	SUBMITTED	Ŵ		
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- 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.

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

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

Sri. Y S Jagan Mohan Reddy Hon'ble Chief Minister Andhra Pradesh 5 +91 9121106359 🖸 helpdesk-it@igrs.ap.gov.in	GOVERNMENT OF A	
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- 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.

Sri, Y S Jagan Mohan Reddy Homble Chief Minister Andhra Pradesh JI21106359 Chief helpdesk-it@igrs.ap.gov.in			Hon	Dharmana Prasada Re ble Minister for Revenu Registration & Stam ULASI VARA PRA	ie, 👘		
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9	AP20236171681118332298	Cift Of Terrace Rights [కెంర్రెస్ హక్కుల దానపత్రము]	KANKIPADU	10/04/2023	SUBMITTED		
10	AP20236171681118728350	Gift Settlement In F/O Others [ఇతరులకు దఖలు]	KANKIPADU	10/04/2023	SUBMITTED	U .	1

- 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.

Sri, Y S Jagan Mohan Reddy Hontble Chief Minister Andhra Pradesh & +91 9121106359 🖻 helpdesk-it@igrs.ap.gov.in		ATION & STAMPS DEPARTMENT COVERNMENT OF ANDHRA PRADESH	Hon'ble Min Regi	INA Prasada Rao Ister for Revenue, Itration & Stamps IVARA PRASAD [→		
		Slot Booking				
Stamp Duty : 50000 Transfer Duty : 15000 Registration Sale Deed [వి[కయ దసావేజు]	n fee : 10000 User Charges : 200	Market Value : 962500 Consideration Value : 1000	Application ID: AP2023	13211681216760479	1	
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	lelation Age ంబంధం] [వయన్ను]	Address [చిరునామా]	Representative [(න්පිට්ර)]	Action	404.5	_
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2. Claimant				음+ Add Claimant		
S.No. Name Relation [[క్రేమ సంఖు] [ోపరు] [సెంబంధం]	Age [వయస్పు]	Address [చిరునామా]	Representative [ූරසිටයි]	Action [చర్మ]		
3. Property Details				^{⊖+} Add Property		
S.No. Type [[కమ సంఖ్య] [రేకం]	Details (వివరాలు)	Boundaries [ဂဂိဒိဘင်္သာယ]		Action [చర్క]		
1 RURAL(AGRICULTURE) [గ్రామీణ (వ్యవసాయ భూమి)]	SRO-GUDUR,Survay-81 Extent-/	N-LAND OF KUMAMRI NADIPI VENKATRAMUDU, S-L E-LAND OF VADDE LINGANNA, V		◎ ৫ 🖬		
4. Payments Between Parties			⊖+ Add Payn	ents Between Parties		
S.No. Mode Of Pi [క్రమ సంఖ;] [దెల్లింపు చి		Amount (మెత్తం)	Payment Date [ටට්ටරා ම්ඨ්			
5. Covenants				음+ Add Covenant		
The VENDOR Hereby Declares That The Vendor is The Righ Free From All Kinds Of Encumbrances, Charges, Lien, Claim Dues Of Any Kind Agains The Said Property,The VENDOR H Absolute Owner To The Use Of The VENDEE Forever.	And Demands Of Whatsoever Natu	ire And That The Vendor Has Paid All Taxes Etc., Payable On	The Schedule Property Up To Date	And There Are No		

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Property Details -	Public Data En 🗙 🕂		~ - 0 X
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	Sri. Y S Jagan Mohan Reddy	REGISTRATION & STAMPS DEPART	MENT Sri. Dharmana Prasada Rao
	Sri. Y S Jagan Mohan Reddy Hon'ble Chief Minister Andhra Pradesh	GOVERNMENT OF ANDHRA PRAD	
	🗞 +91 9121106359 🖸 helpdesk-it@igrs.ap.gov.in		K TULASI VARA PRASAD
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	4 . Property Details [ఆస్తి వివరాలు]		
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	1000000		Know Market Value
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12/->	Jurisdiction Registration District (అధికార పరిధి రిజి(స్టేషన్ జిల్ల		S
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- 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.

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		Sri V S Jagan Mohan Reddy Honble Chief Minister Andra Pradesh & +91 9121106359 E helpdesk-it@igrs.ap.gov.in			STAMPS DEPARTMENT	Hon ble	Intrinana Prasada Rao Minister for Hevenue, Registration & Stamps ASI VARA PRASAD				
		Get Started > Parties Details Stamp Duty: 59125 Transfer Duty: 17738 Regi	-	User Charges : 200 Market		: 1000000					
		Schedule of the property to be registered [Vilage ([m2bo] *		సన ఆస్తే యొక్క 'షెడ్యూల్] ity (వివాసం/భాంతం) *	Ward (과학)	Block No. (275 730.)。		1			
		KANKIPADU (U)	REST ALL		1	0					
		Door No. [655 780.] *	Plot No. (R d R	>1	Survey No. (ผีชี้ : สี0.)	ମ୍ମାନ ((ମିର୍ବର କ୍ରିରି ଅଟି) ମିରହ	×51 ·				
		1/4			Enter Survey Int.	101608-4862					
		Type of Property (ක්රී ඊජිර) * FLAT (පුංගී) •	Extent (۵၀၀) *	Units (diar-D6g) · SELECT ·	VET NO. / LP NO. / IPLP NO. (มิวอยี่ส์ 3	10. / ఎల్ఫ్ 180. / జప్ఎల్ఫ్ 180.)					
		Layout Name (စီမည့်စ် သံလံ)	Localbody Name	(ర్థానిక సంస్థ కురు) •	Local Body Type (స్థోనిక సంస్థ దకం) '						
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		Apartment Name (ອະນາຊົລັນດຍົ ຈັນດອ) * ມີກາຍ Apartment Name Unit ໄດ້ມາລີຍັງ *		Flat No (ਦਾਲੇ ਹੋ0) * Error Flat No		ndivided Share/Extent (බිහින්රාධිකයිට්) The Econol Value	9484(99 <u>9</u> 80) .				
		SELECT	•								
		Flat Boundary Details (స్టాట్ సరిపార్మ వివరాల North Side (తత్తరం నెప్ప '	ා) South Side (කිදීස		East Side (తూరం) (20) "	West Side (పడుచంర వైపు					
		()	soon soo lega	~ E-01	Environ (co.cd) Side						
		Structures (నిరాషణాలు) Total Floors (మొత్తం అంతగస్తులు) '									
		Enser Tanal Room	Generate Str	ucture							
		Property Boundary Details (ශ්රී කරාල බන්									
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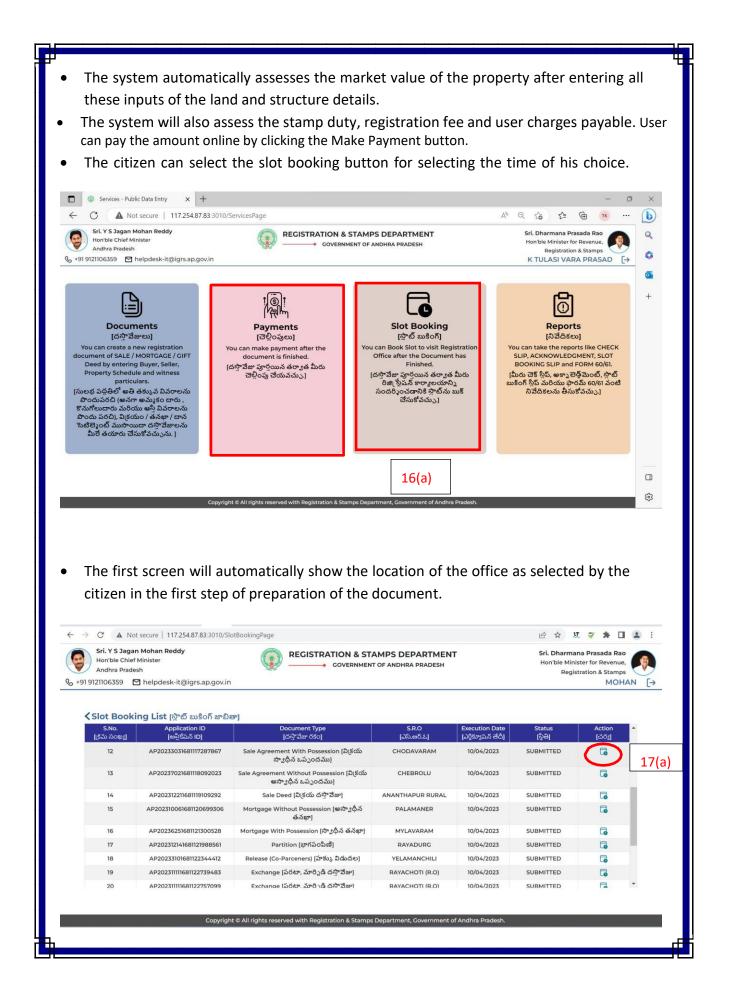
- The value of structure depends on type of structure, number of floors, type of construction, stage of construction and age of the construction etc.
- In the property details, some parameters can be filled by choosing from the list of values and some from the web services like the web land provided 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

Andhra Pradesh	Dagan Mohan Reddy Chief Minister Pradesh		Sri. Dharmana Prasada Rao Hon'ble Minister for Revenue, Registration & Stamps BALIREDDI				
Jet Started >	Parties Details >	Property Details	> Slot	Booking			
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• 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.

	/ S Jagan Mohan Reddy		ION & STAMPS DEPARTME	NT	Sri. Dharmai	Q € €	Ē	
	ble Chief Minister nra Pradesh		COVERNMENT OF ANDHRA PRADESH			ster for Revenue,		
& +91 9121106	5359 🖻 helpdesk-it@igrs.ap.gov.in					VARA PRASAD [->	_	
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2. Claimant	Name Relation	Age	Address		Representative	Action		
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1	BALIREDDI MOHAN S/O BALIREDDI ATCHAN	NAIDU 22 Chod	lavaram Mandalam, Visakhapatnam, D	amunapalle-531036	⁰ + Add Representative	© Ľ 🗊		
3. Property	Details					O+ Add Property		
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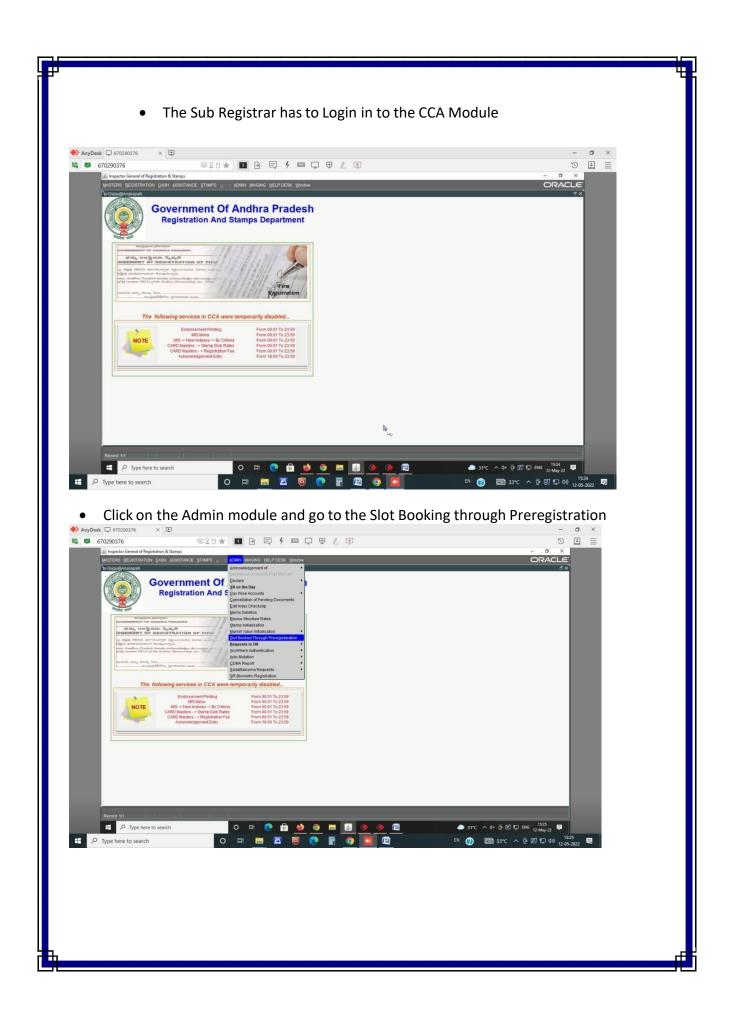


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+91 9121106359 (Get Started)	 helpdesk-it@igrs.ap.gov.in Parties Details > 	Property Details > Slot Booking >	MOHAN [→
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SOP FOR DOCUMENT REGISTRATION BASED ON PRIMMESUB REGISTRAR END

- **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.



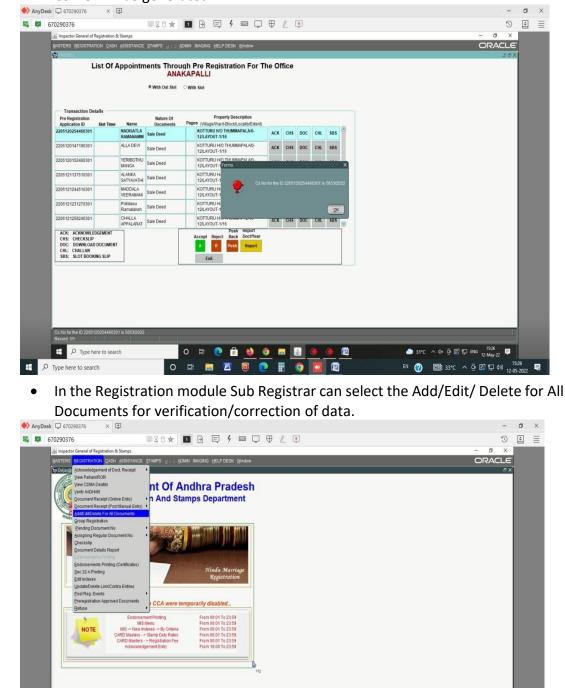
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- Sub Registrar has to select the PRIMME ID of the citizen to proceed for viewing the Acknowledgement, Check Slip, Challan, Slot booking Slip.
- If the Sub Registrar satisfies with the data after checking the checkslip details as per the document presented 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

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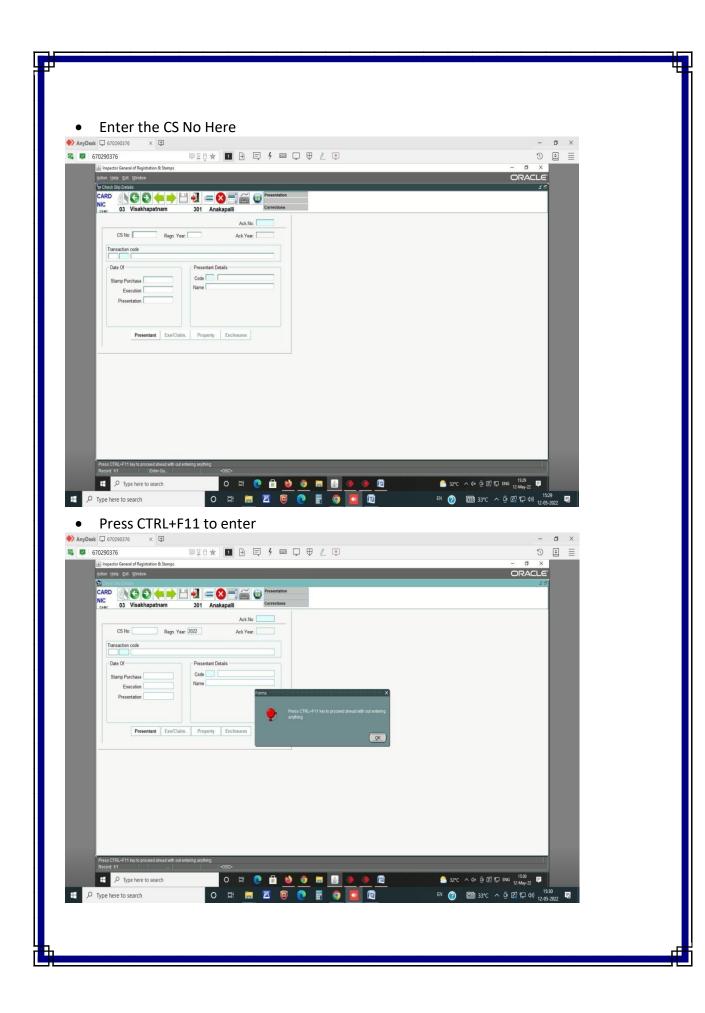
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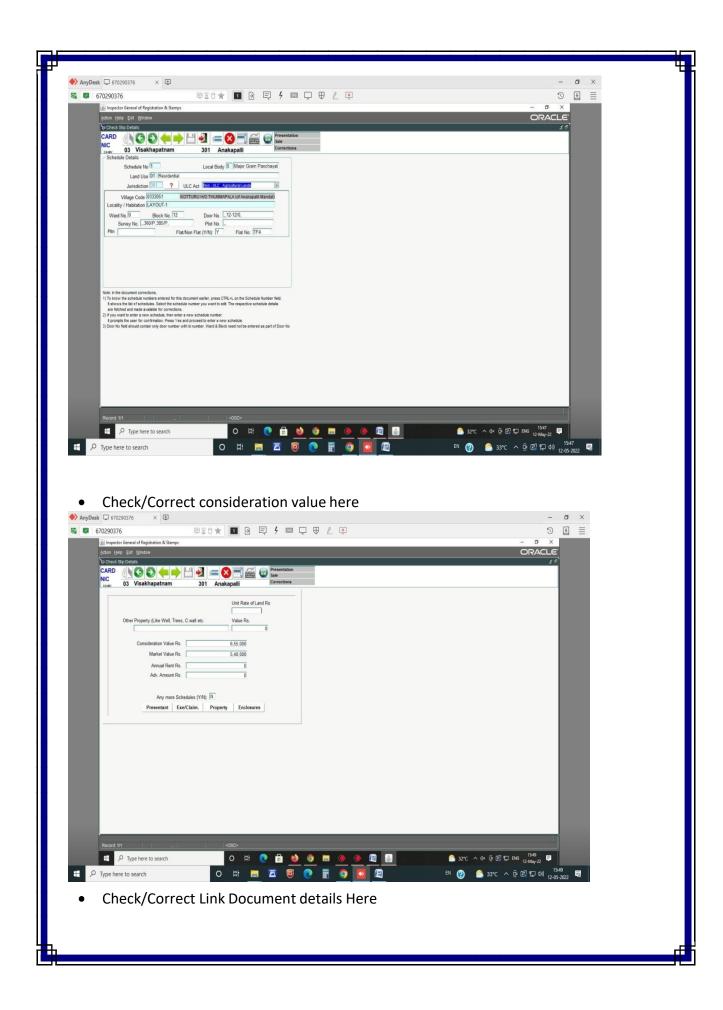
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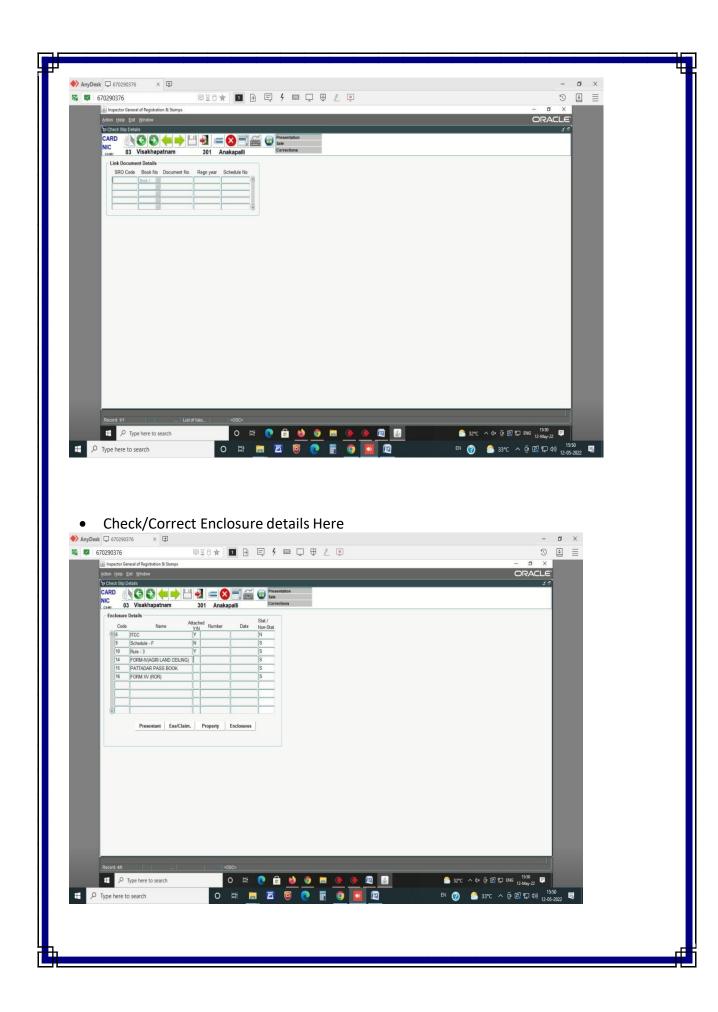


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- Then the Sub Registrar has to proceed for admission of Execution biometrically by capturing the photos and Thumb Impressions of the parties and witnesses by selecting the "Imaging Photo FP" module.
- If the parties i.e. both Executants and Claimants 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.

