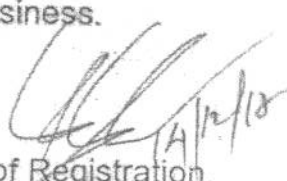


**Draft guidelines for preparation and Submission of sale deeds of  
immovable property for taking prior appointment from the  
concerned Registering Officer**

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Government in Revenue and Disaster Management Department received recommendations from Department of Land Resources, Ministry of Rural Development, Government of India to reengineer the registration process for the convenience of the Citizens with a view to bring about greater transparency and enhancing efficiency in the delivery of registration services. Accordingly the following guidelines are issued to achieve the above objective in the public interest.

- (1) The Citizens can prepare their sale deeds using the predesigned model sale deeds in the e-Registration Application Software. The Citizens have the prerogative to modify/customize the deed as per their legal necessities.
- (2) Citizens can prepare their Sale Deeds both in English and Odia language.
- (3) They can submit prepared deeds online to the concerned Registering Officer for taking prior appointment.
- (4) The facility can be availed at [www.igrodisha.gov.in](http://www.igrodisha.gov.in) under "Online Submission of Document".
- (5) The procedure for preparation and submission of Sale Deed online is available in the IGR Portal with detailed instructions.
- (6) After getting the appointment date and time from the concerned Registering Officer, the Citizen can get the Deed Stamped through 3 different modes, i.e. e-Stamping, Franking and Impressed Non-Judicial Stamp Paper and present the same for registration in the proper office after execution.
- (7) Online submission of document has been enabled in our State since September, 2017 to comply the action points on the Business Reforms Action Plan (BRAP)- 2017 under Ease of Doing Business.

  
Inspector General of Registration,  
Odisha, Cuttack