



பதிவுத்துறை
REGISTRATION DEPARTMENT

User Manual for Online CC Application

**Inspector General for Registration
(IGR)**

**User Manual for Applying Certified Copy (CC) For Documents
Online**

Version 1.0



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1. Introduction

This module will be helpful for the Registered Users who wants to apply for the Certified Copy of registered documents Online. Once the payment made against the application, the Sub Registrar will process request in Office. After the completion of Process, document will be available for download in the respective applicant's login.

2. Apply Online CC for Documents

1. Registered Users can login to the Application using their User Details.

The screenshot displays the Registration Department Portal Login Page. At the top, there is a navigation bar with links for Standing Order, Service Rules, RTI ACT, Feedback, Contact Us, Officials Email, and தமிழ். A contact number 1800 102 5174 is provided for queries. The main content area is divided into three columns: GUIDELINE SEARCH, KNOW YOUR JURISDICTION, and LOGIN. The LOGIN column contains fields for Username, Password, and a CAPTCHA code (4678R). Below the login fields are links for User Registration, Officials Login, Forgot Username?, and Forgot Password?. At the bottom, there is a row of five icons representing different services: CHECK YOUR STAMP DUTY, CALCULATE BUILDING VALUE, ENCUMBRANCE CERTIFICATE, CREATE APPLICATION, and KNOW YOUR APPLICATION STATUS.

Figure 1: Portal Login Page



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2. Citizen select the Certified Copy from E-services tab and select the Search and Apply CC option.

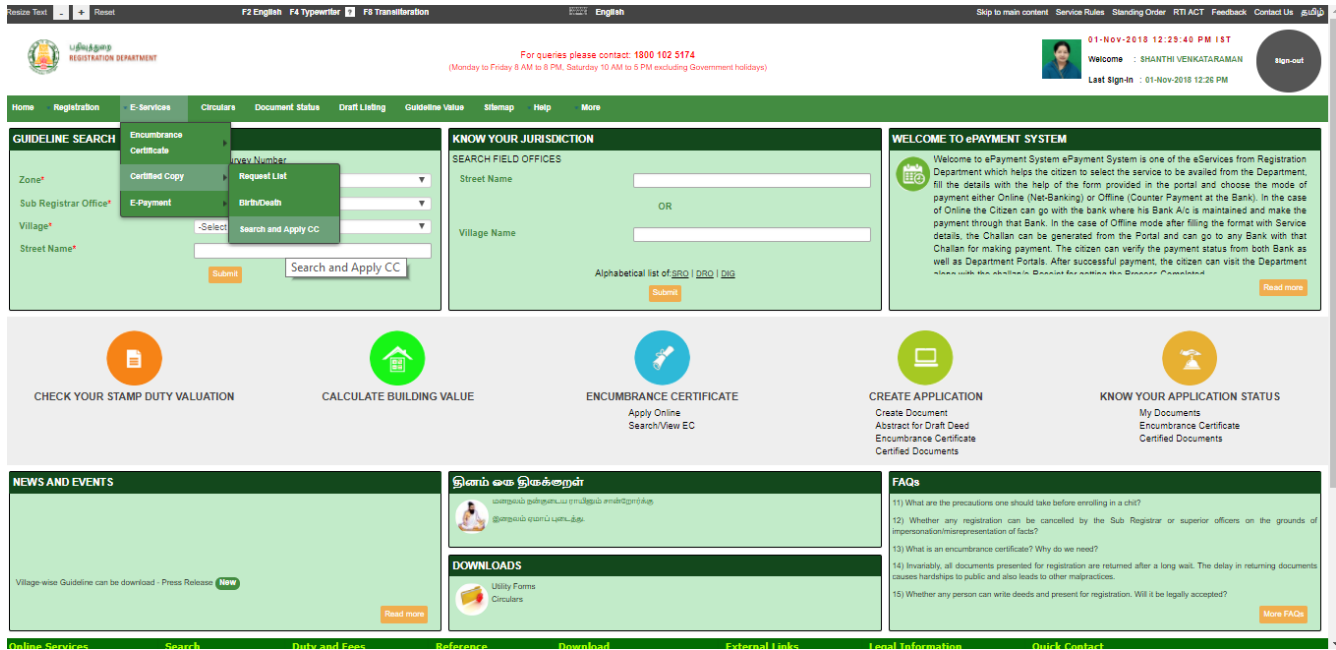


Figure 2: Selecting Apply for Search and Apply CC option in Portal

3. Citizen can select the document type from drop down.

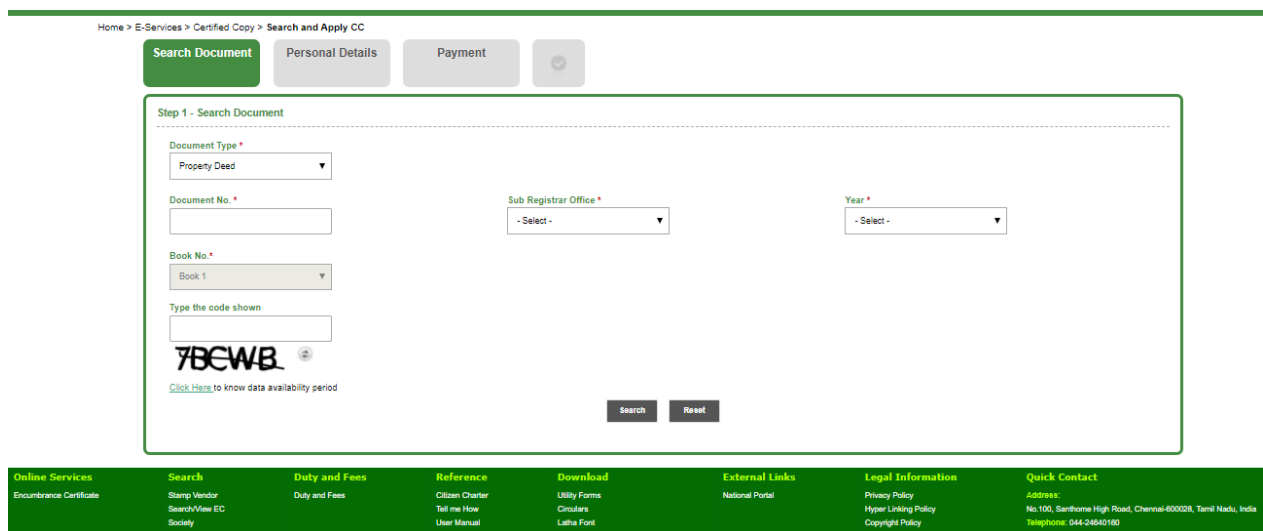


Figure 3: Online CC Document Type –Property



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4. Citizen search the document using Document Number, Sub Registrar office, year.
5. Citizen can view the document details in the Grid and option to Apply Online will be available.

Home > E-Services > Certified Copy > Search and Apply CC

Search Document Personal Details Payment

Step 1 - Search Document

Document Type *
Property Deed

Document No. *
Sub Registrar Office *
Year *

Book No. *
Book 1

Type the code shown
KC3BB

[Click Here](#) to know data availability period

Search Reset

Document Details

Document No.	Sub Registrar Office	Registration Date
R/Goodavancheri/BOOK 190533/2018	Goodavancheri	10-Oct-2018

Apply Online

Services Search Duty and Fees Reference Download External Links Legal Information Quick Contact

Figure 4: Searching of the Document

6. Applicant shall enter the Name, Mobile Number, save the details, and proceed to Payment screen.

Search Document Personal Details Payment

Step 2 - Personal Details

Personal Details

Name *
SARANYA

Contact Details

Cell No. *
9944599852

Next »

Figure 5: Personal Details



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7. Citizen can view the payment details in the screen and select the pay option and it will navigate to E-payment screen.

Home > E-Services > Certified Copy > Search and Apply CC

Search Document Personal Details **Payment**

Step 3 - Payment and CC Collection

Application No. CCA/Online/1148/2018 Payment Status Pending

Fee Details

Sr. No.	Particulars	Amount (₹)
1	Application Fee	1
2	Search Fee	10
3	Copy Fee	90
4	Computer Fee	100
5	Stamp Duty on System Calculated Value	20
Total (₹)		221

Previous Pay

Figure 6: Payment Details

8. Citizen can enter the Details and submit the request

Home > E-Services > Certified Copy > Search and Apply CC

Search Document Personal Details **Payment**

E-Payment All fields marked with * are mandatory

Applicant Name* SARANYA Sub Registrar Office* Gooduvancheri

Address Details
Country India State Tamil Nadu District - Select -

Village Name

Door no, Street & Others

Pincode

Applicant Details
Landline No. 9944599852 Cell No.* Email

Application Type* Certified Copy Service Type* Certified Copy - Document Regist Application Number CCA/Online/1173/2018



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Select	Fees Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
<input checked="" type="checkbox"/>	Application Fee	1	-
<input checked="" type="checkbox"/>	Computer Fee	100	-
<input checked="" type="checkbox"/>	Copy Fee	90	-
<input checked="" type="checkbox"/>	Search Fee	10	10
<input checked="" type="checkbox"/>	Stamp Duty on System Calculated Value	20	-
Total		221	

Figure 7: E-Payment Details

9. Citizen can choose the Bank from the list and proceed with Payment.

Application No. SD1CECOV201811010004687 Applicant Name SARANYA Service Type Certified Copy - Documen ..

Sr. No.	Fees Description	Fees Amount (₹)
1	Application Fee	1
2	Computer Fee	100
3	Copy Fee	90
4	Search Fee	10
5	Stamp Duty on System Calculated Value	20
Total		221

Select Payment Mode: Online

Allahabad Bank Bank of Baroda Central Bank of India
 IDBI Bank Indian Bank Indian Overseas Bank
 Punjab National Bank Syndicate Bank
 Union Bank of India Vjaya tsank

Figure 8: Bank Selection provision to proceed for Payment

10. Upon successful Payment, the Payment details will be listed along with provision to generate Acknowledgment and Application will be sent to SR Office for Approval.

Home Registration E-Services Circulars Document Status Draft Listing Guideline Value Sitemap Help More

Your payment is Successful

Bank Reference No. : BREG201811010004304

Cin Number: CREG201811010004304

Transaction Id : REG201811010004304

Figure 9: Payment Reference Details

11. Upon approval of the Application by SR, Certified copy will be sent to the Applicant's Login with QR code added in all the Pages and Digital Signature of SR affixed in the end. SMS Notification will be sent to the Applicant.



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12. Applicant can view and Download the Digitally Signed CC in their Login under E-Services-> Certified Copy-> Request List.

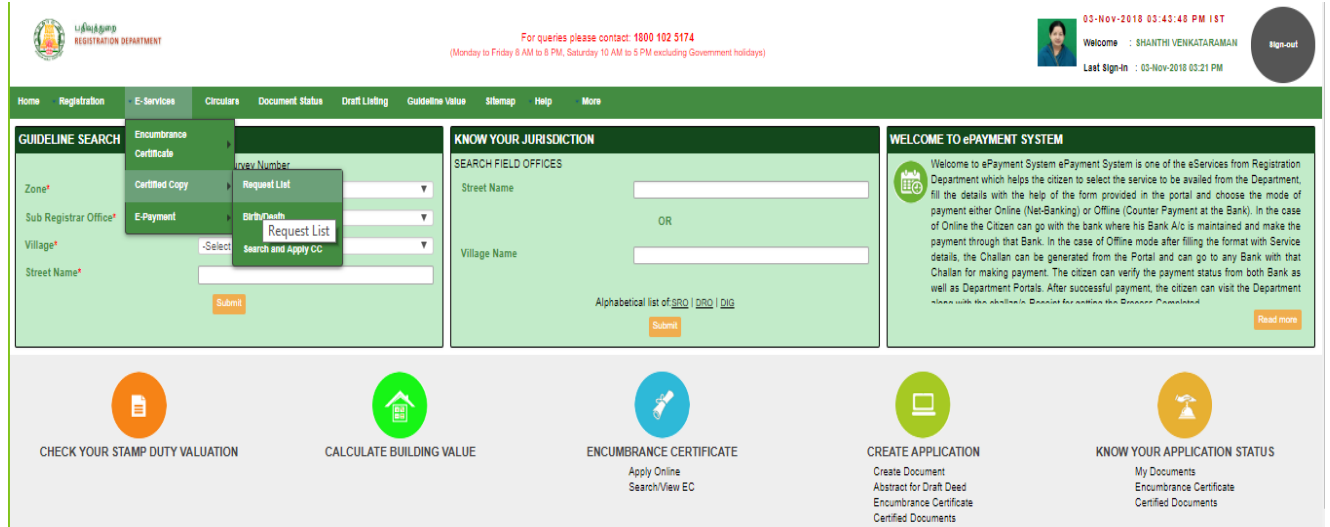


Figure 10: Request List

13. Applicant can scan the QR code to view the details of Document number, Total number of pages, Application Number, SRO Name.

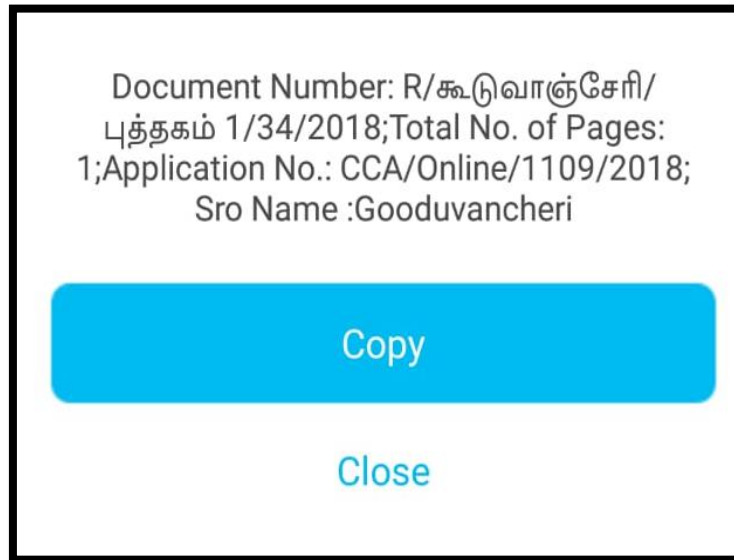


Figure 11: QR Code Contents