

User Manual for NGDRS application

Assam User Manual

Version 1.0

Revenue & D.M. (Registration)
Department, Assam

Homepage

- Open the application URL (https://ngdrs.assam.gov.in/NGDRS_ASM/) to access the login page

The screenshot shows the homepage of the National Generic Document Registration System (NGDRS). The header includes the system name, the Department of Land Resources - Government of India, and the Revenue & D.M. (Registration) Department, Assam. There are links for 'Skip to main content', 'A', 'A+', and 'A+'. The main content area features a 'Citizen' section with 'Login' and 'Register' buttons, and an 'Organization' section with a 'Login' button. Below this, a banner lists states: Himachal Pradesh, Jammu & Kashmir, Jharkhand, Maharashtra : (CIDCO, Pvt. Builder Module), Manipur, Mizoram, Punjab and Tripura. A central blue banner titled 'The website allows citizen for' lists four steps: 1. Registering online for username and password, 2. Document entry for registration, 3. Upload documents and online payments, and 4. Online appointments to visit sub registrar office for document registration. The footer contains logos for Digital India, NIC, india.gov.in, and the Ministry of Rural Development, along with links for Feedback, User Manual, and NGDRS Downloads. A 'Top' button is in the bottom right corner.

National Generic Document Registration System
Department of Land Resources - Government of India
Revenue & D.M. (Registration) Department, Assam

[View Appointment](#) [View Dashboard](#)

Citizen
[Login](#) [Register](#)

Organization
[Login](#)

Himachal Pradesh, Jammu & Kashmir, Jharkhand, Maharashtra : (CIDCO, Pvt. Builder Module), Manipur, Mizoram, Punjab and Tripura

The website allows citizen for

- 1 Registering online for username and password.
- 2 Document entry for registration.
- 3 Upload documents and online payments.
- 4 Online appointments to visit sub registrar office for document registration.

NGDRS

Feedback User Manual NGDRS Downloads
Help (Manuals) Article Help File (Manuals)

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Contents provided and maintained by Revenue & D.M. (Registration) Department, Assam

This site is best viewed in 1024 x 768 resolution & above

[Top](#)

- Click on 'Register' to create new Citizen/ Advocate/ Deed Writer user account.

New Document Entry

- Click on Data Entry menu, then Click on Document Entry sub menu.
- Click on New Document Entry button to start a new Document entry.

The screenshot shows the NGDRS (National Generic Document Registration System) interface. The left sidebar contains the 'Data Entry' menu, with 'Document Entry (PDE)' highlighted. The main area displays the 'Document Entry' form, which includes a search bar and a table with columns: Select, Pre Reg. No., Article, Document Title, Dag Number, Status, Pre Reg. Summary, Registration Office, Appointment, and Remark. A red arrow points to the 'New Document Entry' button in the top right corner of the form.

(A) General Info

- Enter Total No. of Pages (Deed).
- Select Article from dropdown box and Select Document Title from dropdown box.
- Select District, circle from dropdown box.
- Select Sub Registrar Office Name from dropdown box.
- Click on Save & Next Button to complete first step.

The screenshot shows the 'General Information' form in the NGDRS interface. The form includes the following fields and options:

- Note:1:** English data entry is compulsory.
- Note:2:** Reference document number/Token number is required to fetch party name from old document.
- Note:3:** Link document number is previous registration number for this property.
- Local Language For Data Entry:** English (dropdown)
- Article:** Sale (Conveyance) Conveyance as define by sect (dropdown)
- Document Title:** Conveyance (dropdown)
- No. of Pages:** 25 (text input)
- Document Execution Type:** Document Executed In India (dropdown)
- Name of The Document Writer:** MAYURI S ARGUNDE (text input)
- Date of Execution:** 06-03-2023 (text input)
- Advocate Name[ENGLISH]:** (text input)
- Import data from previously registered Document:**
 - Reference Doc No.:** (text input)
 - Reference/Registered Doc.Date:** (text input)
 - Link Office Name:** ----select---- (dropdown)
 - SRO Office Document Number:** (text input)
 - Link Document Date:** (text input)
- Document Submission Office Details:**
 - District:** Darrang (dropdown)
 - Circle:** Dalagaon (dropdown)
 - Office Name:** SRO - Dalgaon (dropdown)

A red arrow points to the 'Data Entry Submission' button at the bottom of the form.

(B) Property Details

- Enter NOC Details. Select Property Type, enter NOC number, and enter NOC date.
- Then click on view NOC button to view NOC.
- Select District, Sub Division, circle, Mouja, Village and Area Type. Then select Dag Number.
- Select Property Usage Category according to rates given in View Rate Button.
- Through API the data will be fetched.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add property attribute.
- Click on Save button to save the **Property Details**.
- Click on Property Valuation button to view valuation of the property.
- If user wants to edit the entry then click on edit button to update the record and click on save.
- If user wants to delete the entry click on Delete button to delete the record.

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Revenue & D.M.
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Department,
Government of Assam

Home

Data Entry

A: General Information

B: Property Details

C: Party

D: Witness

E: Identifier

F: Fee Calculation

G: Payment (Optional)

H: Pre Registration Summary

I: Upload Document

J: Data Submission

K: Appointment

✓ A: General Information

■ B: Property Details

■ C: Party

■ D: Witness

■ E: Identifier

■ F: Fee Calculation

■ I: Upload Document

Payment Services

Skip to Main Content

English

A+

A

A-

mayuri

Pre Reg. No. :-

20220000000066

Already have an valuation Add here

NOC Details

Property Type

Only Land

NOC Number

NOC/08/15778/2022

NOC Date

02-03-2023

QView NOC

Property Valuation

District *

Darrang

Sub Division *

MANGGALADAI (SADAR)

Circle *

Dalagaon

Mouja *

Pachim dalagaon

Village *

1 nang mazgaon

Area Type *

Rural

Dag Number

16

QView Rate

Search...

Property Usage

Property Valuation

Land Valuation

Land Area In Bigha

0.00

Bigha

Land Area In Katha

1

Katha

Land Area In Lessa

10.00

Lessa

Patta Type

Not Applicable

Zonal Value Rate

650000

Zone Name

Village road side upto 50m

Zonal Class

Residential

Dharitree Class

BARI

Total Area In Bigha

1.6

Bigha

Property Attributes Land Record data fetching attributes

Patta Number

Patta No / Dag No

Add

Selected Attribute	Patta No / Dag No	Hissa 1	Hissa 2	Action
Patta Number	52			Remove

Check Property Prohibition

Save

(C) Party

1. Party 1

- Select Party Type and party category.
- Select Property by clicking on radio button given.
- Select Is Executor? Yes Or No, Salutation, Enter Party Full Name, Father Full Name, as they are Mandatory fields.
- Enter Date of birth, Select Identification Type ID and its description.
- Enter UID, Select PAN/ Form 60 61 and enter details accordingly, select Gender, Enter Mobile no.
- Select State, District, Taluka and Village respectively and Enter Address.
- Click on Save to save Seller party.
- Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.
- If user wants to delete the entry click on Delete button to delete the record.

NGDRS

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Revenue & D.M.
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Home
Data Entry
User Management

☒ A: General Information
☒ B: Property Details
☒ C: Party
☐ D: Witness
☐ E: Identifier
☐ F: Fee Calculation
☐ I: Upload Document

A - : General InformationB - : Property DetailsC - : PartyD - : WitnessE - : IdentifierF - : Fee CalculationG - : Payment (Optional)H - : Pre Registration SummaryI - : Upload DocumentJ - : Data SubmissionK - : Appointment

PartyHelp

Pre Reg. No. :-202200000000066Note:1: English data entry is compulsory.
Note:2: Data entry of both parties is compulsory and set one party as Presenter compulsory.

Select Party TypeSellerSelect Party Category:Individual

List of Properties

Show5entriesSearch:

Sr. No.	Dag Number	Usage Category	Property Details	Patta Number	NOC Number	Action
1	1 nang mazgaon	Property Valuation		52	QGet NOC Party Details	☒

Showing 1 to 1 of 1 entriesPrevious1Next

Is Executor? :-*Yes

Salutation :-*Mr.

Party Full Name :-*JYOTSNA SAHARIA DUTTA

Father / Husband Full Name :-*LT KABIRAM SAHARIA

Select Main Caste :-*--Select--

Age :-*52

UID :-*897654564655

Identification Type ID :-*Driving License

Identification Description :-*ASM4565656652

PAN/Form 60/61 :-*--Select--

Gender :-*Female

Occupation :-*Business

Mobile No. :-*8964564665

Presentation Exemption :-*--Not Applicable--

District :-*Darrang

Circle :-*Mangaladai

Village :-*1 nang saulakhova

PIN Code :-*784125

Address :-*WARD NO 10 MANGALDAI

Home Visit :-*NO

Is Government Organisation ? :-*NO

SaveCancel

2. Party 2

- Select Party Type and party category. Select Property by clicking on radio button given.
- Select Is Executor? Yes Or No, Select Salutation, Enter Party Full Name, Father Full Name, enter Date of birth, Select Identification Type ID and its description.
- Enter UID, Select PAN/ Form 60 61 and enter details accordingly, select Gender, Enter Mobile no.
- Select State, District, Taluka and Village respectively and Enter Address.
- Click on Save to save Buyer party.
- Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button. If user wants to delete the entry click on Delete button to delete the record.

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[Valuation](#)

A: General Information

B: Property Details

C: Party

D: Witness

E: Identifier

F: Fee Calculation

G: Payment (Optional)

H: Pre Registration Summary

I: Upload Document

J: Data Submission

K: Appointment

Is Executor? :- *

Salutation :- *

Party Full Name :- *

Father / Husband Full Name :- *

Select Main Caste :-

Age :- *

UID :-

Identification Type ID :- *

Identification Description :- *

PAN/Form 60/61 :-

Gender :- *

Occupation :-

Mobile No. :- *

Presentation Exemption :-

District :- *

Circle :- *

Village :- *

PIN Code :- *

Address :- *

Home Visit :-

Is Government Organisation ? :- *

Yes

Mr.

RUFIA SULTANA

LT IRFAN ALI

--Select--

56

897684654665

Pension Certificate

56456

--Select--

Female

Doctor

9172965465

--Not Applicable--

Darrang

Mangaladai

1 nang saulakhowa

784125

WARD NO 8 MANGALDAI TOWN

NO

NO

Save

Cancel

Record Saved Successfully

A - : General Information

B - : Property Details

C - : Party

D - : Witness

E - : Identifier

F - : Fee Calculation

G - : Payment (Optional)

H - : Pre Registration Summary

I - : Upload Document

J - : Data Submission

K - : Appointment

Party

Pre Reg. No. :- 20220000000066

Note:1: English data entry is compulsory.
Note:2: Data entry of both parties is compulsory and set one party as Presenter compulsory.

Select Party Type: Buyer

Select Party Category: Individual

List of Properties

Show 5 entries

Search:

Sr. No.	Dag Number	Usage Category	Property Details	Patta Number	NOC Number	Action
1	1 nang mazgaon	Property Valuation		52	Get NOC Party Details	☒

Showing 1 to 1 of 1 entries

Previous 1 Next

Old Reference Document

Show 5 entries

Search:

First Name	Middle Name	Last Name	Action
			Select
			Select

Showing 1 to 2 of 2 entries

Previous 1 Next

3. Set Party As Presenter:

- Click on Set as Presenter button to set party as Presenter at the actual time of presenting the document at SRO office.

Details of Parties						
Show 10 entries		Search:				
Sr. No.	Party Name	Power Of Attorney	Party Type	Party Category	Action	Upload Form 60/61
1	JYOTSNA SAHARIA DUTTA		Seller	Indiv	Set as Presenter Edit Delete Generate Form60/61	
2	RUFIA SULTANA		Buyer	Individual	Set as Presenter Edit Delete Generate Form60/61	

Details of Parties						
Show 10 entries		Search:				
Sr. No.	Party Name	Power Of Attorney	Party Type	Party Category	Action	Upload Form 60/61
1	JYOTSNA SAHARIA DUTTA		Seller	Individual	Presenter Edit Delete Generate Form60/61	
2	RUFIA SULTANA		Buyer	Individual	Set as Presenter Edit Delete Generate Form60/61	

(D) Witness

- Select Salutation, Enter Witness Full Name, Father/ Husband Full Name.
- Select Identification Type ID and enter its details.
- Enter Address
- Click on save to Save Witness
- 2 witness entries are compulsory.**

Witness 1 –

NGDRS		Skip to Main Content		English	A+	A	A-	mayuri	Help														
Revenue & D.M. (Registration) Department, Government of Assam		A - : General Information B - : Property Details C - : Party D - : Witness E - : Identifier F - : Fee Calculation G - : Payment (Optional) H - : Pre Registration Summary I - : Upload Document J - : Data Submission K - : Appointment																					
Home Data Entry Payment Services		Witness Help																					
		Pre Reg. No. :- 20220000000066		Note:1: English data entry is compulsory. Note:2: Minimum 2 witnesses are compulsory.																			
		<table><tbody><tr><td>Salutation :- *</td><td>Mr.</td></tr><tr><td>Witness Full Name :- *</td><td>MADHURI AHER</td></tr><tr><td>Father / Husband Full Name :- *</td><td>RAMNATH AHER</td></tr><tr><td>Occupation :- *</td><td>Government Servant</td></tr><tr><td>Identification Type ID :- *</td><td>UID</td></tr><tr><td>Identification Description :- *</td><td>332138132324</td></tr><tr><td>Address :- *</td><td>FGH ROAD 678908</td></tr></tbody></table>								Salutation :- *	Mr.	Witness Full Name :- *	MADHURI AHER	Father / Husband Full Name :- *	RAMNATH AHER	Occupation :- *	Government Servant	Identification Type ID :- *	UID	Identification Description :- *	332138132324	Address :- *	FGH ROAD 678908
Salutation :- *	Mr.																						
Witness Full Name :- *	MADHURI AHER																						
Father / Husband Full Name :- *	RAMNATH AHER																						
Occupation :- *	Government Servant																						
Identification Type ID :- *	UID																						
Identification Description :- *	332138132324																						
Address :- *	FGH ROAD 678908																						
		Save Cancel																					
		<table><thead><tr><th>Name</th><th>Action</th></tr></thead></table>								Name	Action												
Name	Action																						

Witness 2 –

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Data Entry

A: General Information

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Payment Services

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Record Saved Successfully

A - : General InformationB - : Property DetailsC - : PartyD - : WitnessE - : IdentifierF - : Fee CalculationG - : Payment (Optional)

H - : Pre Registration SummaryI - : Upload DocumentJ - : Data SubmissionK - : Appointment

Witness

Help

Pre Reg. No. :-20220000000066

Note:1: English data entry is compulsory.
Note:2: Minimum 2 witnesses are compulsory.

Salutation :- *

Mrs.

Witness Full Name :- *

MAYURI S ARGUNDE

Father / Husband Full Name :- *

S ARGUNDE

Occupation :- *

Government Servant

Identification Type ID :- *

PAN CARD

Identification Description :- *

ASDFG5678J

Address :- *

ASD ROAD 477876

SaveCancel

Name	Action
MADHURI AHER	Edit

(E) Identifier

- Select Salutation, Enter Identifier Full Name, Father/ Husband Full Name.
- Select Occupation.
- Select Identification Type ID and enter its details.
- Enter Address
- Click on save to Save Identifier Details.

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Data Entry

A: General Information

B: Property Details

C: Party

D: Witness

E: Identifier

F: Fee Calculation

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Payment Services

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Record Saved Successfully

A - : General InformationB - : Property DetailsC - : PartyD - : WitnessE - : IdentifierF - : Fee CalculationG - : Payment (Optional)

H - : Pre Registration SummaryI - : Upload DocumentJ - : Data SubmissionK - : Appointment

Identifier

Help

Pre Reg. No. :-20220000000066

Note:1: English data entry is compulsory.
Note:2: For Party Wise Identifier ,Entry of both parties identifier is compulsory

Select Identifier Type: *Single Identifier

Salutation :- *

Mr.

Identifier Full Name :- *

TEST TEST

Father / Husband Full Name :- *

TEST

Occupation :- *

Business

Identification Type ID :- *

Driving License

Identification Description :- *

HS98979798798

Address :- *

ABC ROAD 411098

SaveCancel

(F) Stamp Duty

- Select Property.
- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.

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Data Entry

A: General Information

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F: Fee Calculation

G: Payment (Optional)

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A - : General Information

B - : Property Details

C - : Party

D - : Witness

E - : Identifier

F - : Fee Calculation

G - : Payment (Optional)

H - : Pre Registration Summary

I - : Upload Document

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K - : Appointment

Stamp Duty/Registration Charges/Other Charges

Help

Exemption Help

Pre Reg. No. :-

20220000000066

Stamp Duty Calculation

Fee Rule

Sale Deed in favour of Women Solely

Property ID	Property Details	Usage Category	Patta No / Dag No	Dag Number
44		Property Valuation		1 nang mazgaon

Stamp Duty Calculation

Zonal Value

195000

District office

0

Consideration Amount

195000

Calculate & Save

Sr.No.	Particulars	Payment Mode	Min.	Max.	Calculation	Total	Final Amount
1	Registration Fee		-NA-	-NA-	195000*1/100	1950	1,950
2	Stamp Duty		-NA-	-NA-	195000*1/100	1950	1,950
Total							3,900/-

Details

Fee Rule:Sale Deed in favour of Women Solely

Fee Rule:Sale Deed in favour of Women Solely

1	Registration Fee	1,950
2	Stamp Duty	1,950
Total		3,900

Online Pay

3900

Counter Pay

0

Total Amount

3900

Fee Exemption

Have Exemption?

☐ Yes ☒ No

Online Pay

3900

Fee Exemption

0

Online Pay Total Amount

3900

Save & Next

Cancel

NIC

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Trop

(G) Pre Registration summary

- Click on Download PDF to download Summary Report.

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Home

Data Entry

☒ A: General Information

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A - : General Information

B - : Property Details

C - : Party

D - : Witness

E - : Identifier

F - : Fee Calculation

G - : Payment (Optional)

H - : Pre Registration Summary

I - : Upload Document

J - : Data Submission

K - : Appointment

Download PDF





Pre Registration Summary

Date :- 06-03-2023 04:11 pm

Office Name :- SRO - Dalgaoon
Token No:- 20220000000066

Article	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer,charged or exempt under no.62
Document Registration Date	06-Mar-2023
No. of Pages	25
Stamp Duty	₹1,950.

Property Id: 44

Village Name	1 nang mazgaon, Dalagaon, Darrang
Land measurement, Sub Part and House No	Property Boundaries East : West : South : North:
Property Description	Land Area In Katha : 1 Katha, Land Area In Lessa : 10.00 Lessa, Zonal Value Rate : 650000 , Total Area In Bigha : 1.6 Bigha
Other Description of the Property	Patta Number - 52
Market Value	195000

Seller	Name/Representative Name- Mr. JYOTSNA SAHARIA DUTTA, Father/ Husband Name- LT KABIRAM SAHARIA, Age: 52 Occupation: Business , Mobile No:8964564665
Buyer	Name/Representative Name- Mr. RUFIA SULTANA, Father/ Husband Name- LT IRFAN ALI, Age: 56 Occupation: Doctor , Mobile No:9172965465

Witness InformationMrs. MAYURI S ARGUNDE, Father/ Husband Name- S ARGUNDE Occupation: Government Servant
Mr. MADHURI AHER, Father/ Husband Name- RAMNATH AHER Occupation: Government Servant

Identifier DetailsMr. TEST TEST Father/ Husband Name- TEST Occupation: Business

Fee Rule: Sale Deed in favour of Women Solely

Fee Rule: Sale Deed in favour of Women Solely		
1	Registration Fee	1,950
2	Stamp Duty	1,950
Total		3,900

Declaration To Be Made In The Data Entry Summary Sheet Print Out

All the entries made, have been verified by me and are found same as the entries of the document presented.

Disclaimer : I hereby declare that all the contents of uploaded document and the original document are exactly same, and all the information provided by me are true to itself. The detail of property's holding number has been verified by me at the time of entry through alert generated by the system. I am satisfied with the verification and hence proceeding further for registration after seeing the alert.

Deed Writer / Advocate	Vendee/Claimant :	Vendor / Executant
------------------------	-------------------	--------------------

(Party Signature)

(H) Upload Documents

- Select file by clicking on Choose File button.
- Click on Upload / Update button after selection of the file.

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A: General Information
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File Uploaded Successfully

A - : General Information B - : Property Details C - : Party D - : Witness E - : Identifier F - : Fee Calculation G - : Payment (Optional)
H - : Pre Registration Summary I - : Upload Document J - : Data Submission K - : Appointment

Upload Document Help

Pre Reg. No.: 20220000000066

Common Upload Document

Note:1: Red Star(*) Indicates Mandatory Document
Note:2: Only Alphabets,Number,Dash(-),Underscore(_) allowed in file name.
Note:3: Only PDF format is allowed to upload.

Document Title	Select	Download	Action
Identity Proof (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Address Proof (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Supporting Documents (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
NOC from DC (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Address Proof of Party - I (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Address Proof of Party - II (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Identity Proof of Party - I (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Identity Proof of Party - II (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Address Proof of Witness (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Identity Proof of Witness (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Address Proof of Identifier (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Identity Proof of Identifier (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update
Upload Draft (File Size:10MB) *	Choose File No file chosen	Download	Upload/Update

- Click on Download link to download the uploaded document.

(I) Data Submission

- Click on Submit button to submit the document.

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Revenue & D.M. (Registration) Department, Government of Assam

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A: General Information
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J: Data Submission

A - : General Information B - : Property Details C - : Party D - : Witness E - : Identifier F - : Fee Calculation G - : Payment (Optional)
H - : Pre Registration Summary I - : Upload Document J - : Data Submission K - : Appointment

Final Submission Help

Pre Reg. No.: 20220000000066

Submit Data

(J) Appointment

- Select Date.
- Select shift and select Time.
- Click on Save button to Save Appointment Details

NGDRS

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**Revenue & D.M.
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Home
Data Entry
A: General Information
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C: Party
D: Witness
E: Identifier
F: Fee Calculation
I: Upload Document
Payment Services

Application Submitted Successfully

A - : General InformationB - : Property DetailsC - : PartyD - : WitnessE - : IdentifierF - : Fee CalculationG - : Payment (Optional)
H - : Pre Registration SummaryI - : Upload DocumentJ - : Data SubmissionK - : Appointment

Appointment Details :- SRO - Dalgaoon

Note: Red marked slots are not available.

Pre Reg. No.:-20220000000066

Date*08-03-2023

Select Shift*General Shift (9.00 to 6.00)

13:00-14:0014:00-15:0015:00-16:00
○○○○○

SaveCancel



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**Revenue & D.M.
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Valuation
E-Search
Marriage Registration
Payment Services

National Generic Document Registration System
Department of Land Resources
Government of India - Ministry of Rural Development

Slot allocated Successfully

Document Entry

Show 10 entriesSearch:

Select	Pre Reg. No.	Article	Document Title	Dag Number	Status	Pre Reg. Summary	Registration Office	Appointment	Remark
Select	20220000000066	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer, charged or exempt under no.62	Conveyance	Darrang , Dalagaon , 1 nang mazgaon	Submitted	PDF	SRO - Dalgaoon	08-03-2023 13:00-14:00 Reschedule Appointment	

Showing 1 to 1 of 1 entriesPrevious1Next



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Thank You