

User Manual for NGDRS application

Assam User Manual

Version 1.0

Departments of Stamps and
Registration,
Govt. of Uttarakhand

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). At the top, there is a header with the system name, department, and government of India. Below this, there are links for 'View Appointment' and 'View Dashboard'. The main content area features a 'Citizen' section with 'Login' and 'Register' buttons, and an 'Organization' section with a 'Login' button. A banner below these sections states 'Our Reach : Andaman & Nicobar Islands, Chhattisgarh, Dadra & Nagar Haveli, Goa, Himachal Pradesh, J...' and displays a map of India with various states highlighted. 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.

1. SRO Login Page

- Click on Organization Login.
- Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Login.

The screenshot shows the SRO Login Page. The page has a header with 'NGDRS' and a navigation menu on the left. The main content area is titled 'Login Organization' and contains a login form. The form has fields for 'Username' (containing 'testsrodalgaon'), 'Password' (containing '*****'), and 'CAPTCHA' (containing '4FJAJF'). There is a 'Login' button and a 'Forgot Password?' link. A red box highlights the login fields and the CAPTCHA code, with a red arrow pointing to the 'Login' button. The footer contains the site design and development information.

- Click on Registration Submenu from Document Registration Menu.

NGDRS SRO - Dalgaoon Skip to Main Content English A+ A A- testsrodalgaoon

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

Home User Management Document Registration Registration Home Visit Appointments E-Search Marriage Registration Reports

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

Newly Submitted Tokens Check In Tokens

Appointment Date From Date Show

Newly Submitted Tokens

show 10 entries Search:

Sr. No.	Pre Reg. No.	Document Type	Presenter Name	Appointment	Slot number	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

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Newly Submitted Tokens

- Click on Appointment Date and select the Date.
- Click on Check In button to check in Document.

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Home User Management Document Registration Registration Home Visit Appointments E-Search Marriage Registration Reports

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

Newly Submitted Tokens Check In Tokens

Appointment Date 08-03-2023 Show

Newly Submitted Tokens

show 10 entries Search:

Sr. No.	Pre Reg. No.	Document Type	Presenter Name	Appointment	Slot number	Action
1	20220000000066	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer,charged or exempt under no.62	JYOTSNA SAHARIA DUTTA	08 Mar 2023 13:00-14:00	1	Check In

Showing 1 to 1 of 1 entries Previous Next

Document Information

- SRO can check the document information. Click on View NOC to vies NOC details.
- Click on Accept button the document.
- Click on Revert Button to Revert the document to citizen
- Click on Print button to print the document.

Print

Check In Document

- Click on Appointment Date and select the Date.
- Click on Select button to Check in Document.

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Newly Submitted Tokens Check In Tokens

Appointment Date: 08-03-2023 **Show**

Check In Documents

Show 10 entries Search:

Sr. No.	Pre Reg. No.	Document Type	Presenter Name	Appointment	Slot number	Status	Download	Action
1	20220000000066	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer, charged or exempt under no.62	JYOTSNA SAHARIA DUTTA	08 Mar 2023 13:00-14:00	1	Submitted		Select

Showing 1 to 1 of 1 entries Previous Next

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(A) Step 1

1. Document Checklist

- Click on Checkbox and click on submit Checklist Button to complete the step.

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Newly Submitted Tokens Check In Tokens

Step 1 Step 6
Document Check List Document Presentation

Pre Reg. No. : 20220000000066 Serial Number :

SRO Checklist Details

Sr. No.	SRO Checklist Details
1	☒ Property details are correct
2	☒ Identifier details are entered
3	☒ Witness details are entered
4	☒ Party details are entered

Accept

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2. Presentation

- Click on Report button to view Summary Report.
- Click on STEP 1 button complete the STEP 1.

NGDRS

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Home

User Management

Document Registration

Step 1 Step 6

Document Check List Document Presentation

Pre Reg. No. : 20220000000066 Serial Number :

Document Presentation

Sr. No.	Article Name	Presenter Name	Action
1	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer, charged or exempt under no.62	JYOTSNA SAHARIA DUTTA	Report

STAMP 1

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2. Operator Login Page

- Click on Organization Login.
- Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Login.

NGDRS

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

Home

Login Organization

Sign in to start your session.

testoprdaigaon

J559CU

J 5 5 9 C U

Forgot Password?

Login

- Click on Registration Submenu from Document Registration Menu.

CheckIn Document

- Click on Appointment Date and select the Date.
- Click on Select button to check in Document.

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Home User Management Document Registration Registration E-Search

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

Newly Submitted Tokens **Check In Tokens**

Appointment Date: 08-03-2023 Show

Check In Documents

show 10 entries Search:

Sl. No.	Pre Reg. No.	Document Type	Presenter Name	Appointment	Slot number	Status	Download	Action
1	20220000000066	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer, charged or exempt under no.62	JYOTSNA SAHARIA DUTTA	08 Mar 2023 13:00-14:00	1	Pending For Payment Verification		Select

showing 1 to 1 of 1 entries Previous 1

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(B) Step 2

- Click on New Payment Entry to do Payment entry (Enter Details accordingly and click on save).

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Home User Management Document Registration Registration E-Search

National Generic Document Registration System
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Newly Submitted Tokens **Check In Tokens**

Step 2 Step 3 Step 4 Step 5 Step 7
Payment Verification

Pre Reg. No. : 20220000000066 Serial Number : 2023/IGR006/1 Help

Payment

Payment Details Offline Payment Entry Online Payment View Citizen Data Payment Receipt Adjustment Amount Document Refuse

Select Payment mode* CASH

Payment Date 08-03-2023

Amount* 1950

Account Head Registration Fee

+ Save Reset New Entry

Payment Head	Amount To Be Paid	Paid Amount	Balance Amount
Registration Fee	1950	0	1950
Stamp Duty	1950	0	1950
Total Amount	3900	0	3900

(C) Step 3

- Click on Photo Capture button to capture photo.
- Click on Fingerprint Capture button to capture thumb impression, complete the procedure for both the parties.
- Click on STEP 3 button to complete Party Admission.

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

Home User Management

Step 1 (Registration) Step 2 Step 3 Step 4 Step 5 Step 6

National Generic Document Registration System
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Newly Submitted Tokens Check In Tokens

Step 2 Step 3 Step 4 Step 5 Step 7

Party Admission

Pre Reg. No. : 20220000000066 Serial Number : 2023/IGR006/1

Party Info

Admission List

Show 10 entries Search:

Sr. No.	Party Full Name	Gender	Age	Party Type	Party Category	Photo	Thumb	Action
1	JYOTSNA SAHARIA DUTTA	Female	52	Seller	Individual			Options Photo Capture Fingerprint Capture Reset Lock
2	RUFIA SULTANA	Female	56	Buyer	Individual			Options Photo Capture Fingerprint Capture Reset Lock

Showing 1 to 2 of 2 entries

Previous 1 Next

STAMP 3

(D) Step 4

- Click on Photo Capture button to capture photo.
- Click on Fingerprint Capture button to capture thumb impression.
- Click on STEP 5 button to complete Identifier Admission.

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

Home User Management

Step 1 (Registration) Step 2 Step 3 Step 4 Step 5 Step 6

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Newly Submitted Tokens Check In Tokens

Step 2 Step 3 Step 4 Step 5 Step 7

Identifier Admission

Record Saved Successfully.

Add New Identifier

Pre Reg. No. : 20220000000066 Serial Number : 2023/IGR006/1

Identifier Lists

Show 10 entries Search:

Sr. No.	Identifier Name	Gender	Date Of Birth	Age	Photo	Finger	Action
1	TEST TEST						Options Photo Capture Fingerprint Capture Reset Lock

Showing 1 to 1 of 1 entries

Previous 1 Next

STAMP 4

(D) Step 5

- Click on Photo Capture button to capture photo.
- Click on Fingerprint Capture button to capture thumb impression.
- Click on STEP 5 button to complete Witness Admission.

NGDRS

SRO - DalgaoonSkip to Main ContentEnglishA+AA-testoprdalgaoon

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

 Home

 User Management

 Step 1

 Step 2

 Step 3

 Step 4

 Step 5

 Step 6

**National Generic Document Registration System**
Department of Land Resources
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Record Saved Successfully.

Newly Submitted TokensCheck In Tokens

Step 2Step 3Step 4Step 5Step 7

Witness Admission

Pre Reg. No. : 202200000000066Serial Number : 2023/IGR006/1

Witness Lists

Show 10 entriesSearch:

Sr. No.	Witness Full Name	Witness Type	Gender	Date Of Birth	Age	Photo	Finger	Action
1	MAYURI SARGUNDE							OptionsPhoto CaptureFingerprint CaptureResetLock
2	MADHURI AHER							OptionsPhoto CaptureFingerprint CaptureResetLock

Showing 1 to 2 of 2 entries

Previous1Next

STAMP 5





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3. SRO Login Page

- Click on Organization Login.
- Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Login.

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Home

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Sign in to start your session.

testsrodalgaon

4FJAJF

4 F J A J F

Login

Forgot Password?

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- Click on Registration Submenu from Document Registration Menu.

CheckIn Document

- Click on Appointment Date and select the Date, click on Select button to check in Document.

(F) Step 5

- Click on View Summary 1 button to view Summary 1 report.
- Click on Summary 2 Partial View button to view Partial View of Summary 2.
- Click on Accept button to accept the document by SRO.

NGDRS

SRO - Dalgaon

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

Home

User Management

Step 1 Registration
Step 2
Step 3
Step 4
Step 5
Step 6 Registration

Reports

Newly Submitted Tokens

Check In Tokens

Step 1 Step 6

Final Step of Registration

Pre Reg. No. : 202200000000066

Serial Number : 2023/IGR006/1

FINAL STAMP

Sr. No.	Overrides	Status	Action
No Record Found			

Document Disposal

Final Stamp Pending

View Summary 1

Summary 2 Partial View

Accept

After Completion of Registration:

- Click on View Summary 1 button to view Summary 1 report.
- Click on Summary 2 Full View button to view Full View of Summary 2.
- Click on Index Report button to view Index report.
- Click on Final Certificate button to download Final Certificate.

The screenshot shows the 'Registration Completed Successfully' page in the NGDRS system. The page header includes the NGDRS logo, a navigation menu, and user information. The main content area displays a progress bar with steps 1 through 6, where step 6 is the 'Final Step of Registration'. Below the progress bar, the 'Pre Reg. No.' is 20220000000066 and the 'Serial Number' is 2023/IGR006/1. A 'FINAL STAMP' section contains a table with columns: Sr. No., Overrides, Status, and Action. The table shows 'No Record Found'. Below the table, there are buttons for 'Document Disposal', 'View Summary 1', 'Summary 2 Full View', 'Index Reports', and 'Final Certificate'. Three red arrows point to the 'Summary 2 Full View', 'Index Reports', and 'Final Certificate' buttons. At the bottom, there is an 'Accept' button and a footer with the NIC logo and site information.

Registration Completed Successfully

Newly Submitted Tokens Check In Tokens

Step 1 Step 6

Final Step of Registration

Pre Reg. No. : 20220000000066 Serial Number : 2023/IGR006/1

FINAL STAMP

Sr. No.	Overrides	Status	Action
No Record Found			

Document Disposal

View Summary 1 Summary 2 Full View Index Reports Final Certificate

Final Stamp Pending

Accept

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4. Operator Login Page

- Click on Organization Login.
- Enter login username, Enter password.
- Enter CAPTCHA code. Click on Login.

The screenshot shows the 'Login Organization' page in the NGDRS system. The page header includes the NGDRS logo, a navigation menu, and user information. The main content area displays a 'Login Organization' form with the following fields: 'Sign in to start your session.', 'testoprdaigaon' (username), '*****' (password), 'J559CU' (CAPTCHA), and a 'Login' button. There is also a 'Forgot Password?' link. The footer includes the NIC logo and site information.

NGDRS

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

Home

National Generic Document Registration System
Department of Land Resources
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Sign in to start your session.

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J559CU

Login

Forgot Password?

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- Click on Registration Submenu from Document Registration Menu.

CheckIn Document

- Click on Appointment Date and select the Date.
- Click on Select button to check in Document.

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Home User Management Document Registration Registration E-Search

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Newly Submitted Tokens Check In Tokens

Appointment Date: 08-03-2023 Show

Check In Documents

Showing 10 entries Search:

Sr. No.	Pre Reg. No.	Document Type	Presenter Name	Appointment	Slot number	Status	Download	Action
1	202200000000066	Sale (Conveyance) Conveyance as define by section 2(10) not being a transfer, charged or exempt under no.62	JYOTSNA SAHARIA DUTTA	08 Mar 2023 13:00-14:00	1	Pending For Payment Verification		Select

Showing 1 to 1 of 1 entries Previous 1 Next

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Document Scanning

- Click on Choose File to select scanned document from your local machine.
- Click on Submit button to Upload Scanned Document.

NGDRS SRO - Dalgaoon Skip to Main Content English A+ A A- testoprdalgaoon

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

Home User Management Document Registration E-Search

National Generic Document Registration System
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Newly Submitted Tokens Check In Tokens

Step 2 Step 3 Step 4 Step 5 Step 7 Document Upload

Pre Reg. No. : 202200000000066 Serial Number : 2023/IGR006/1

Upload Scanned Document

Select File

Choose File No file chosen

Submit

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Thank You