

SUB REGISTRAR MAYABUNDER

Sl.No	Services/ Work being Provided	Documents Required	Officer(S) responsi ble for Disposal of the Services	Time Frame for disposal	Appellate Officer
1	<u>REGISTRATION OF SALE DEED/Gift DEED</u>	<p>Documents required to be submitted along with application addressed to the Sub-Registrar Mayabunder. Applicant submits the documents with a validity of 03 Months from date of issue of the certificate.</p> <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map (From F) • Valuation Certificate from Tehsildar Mayabunder • No Dues & Non Encumbrance Certificate from Tehsildar Mayabunder • NOC from The Pradhan Consent Gram Panchayat • NOC from bank (SBI) • NOC from bank (SCB) • NOC from Agriculture Department(Not required if house site) • NOC from Block Development Officer • NOC from Industrial Promotion Officer, Bakultala • NOC from Deputy Registrar of Cooperative Societies Mayabunder • NOC from Assistant Director, Fisheries Department Mayabunder • Sale permission from DC Office if the land was house site • Life certificate from Tehsildar/ registered medical officer of the original recorded tenant if the sale deed through power of attorney • Original Power of Attorney • Original sale deed inscribed in stamp paper @ 1.5% of the valuation/ considered amount whichever is higher with its photo copy for office record. • Identity card/ Aadhaar Card/ Pan Card of vendor, purchaser • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Venders & Purchasers 	Sub – Registra r Mayabun der	30 days in clean cases	DC (N&MA)
2	<u>REGISTRATION OF PARTITION DEED</u>	<p>Documents required to be submitted along with application addressed to the Sub-Registrar Mayabunder.</p> <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map • Affidavit from all recorded tenants • Identity card/ Aadhaar Card/ Pan Card of vendor, purchaser • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Venders & Purchasers • Original partition deed inscribed in stamp paper for an amount of Rs 100/- with its photo copy for office record 	Sub – Registra r Mayabun der	30 days in clean cases	DC (N&MA)

3	<u>REGISTRATION OF RECTIFICATION DEED</u>	Documents required to be submitted along with application addressed to the Sub-Registrar MAYABUNDER. <ul style="list-style-type: none"> • Photocopy of Sale/Gift/ Will/ Partition Deeds • Certificate copy & recent ROR & Sketch Map • Identity card/ Aadhaar Card/ Pan Card of vendor, purchaser • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Venders & Purchasers • Original rectification deed inscribed in stamp paper for an amount of Rs 100/- with its photo copy for office record 	Sub – Registrar Mayabunder	30 days in clean cases	DC (N&MA)
4	<u>REGISTRATION OF WILL & WILL CANCELLATION DEED</u>	Documents required to be submitted along with application addressed to the Sub-Registrar Mayabunder. <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map (From F) • Original Will Deed & Will Cancellation inscribed in stamp paper 100 with its photo copy for office record. • Identity card/ Aadhaar Card/ Pan Card of vendor, purchaser • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Executants 	Sub – Registrar Mayabunder	30 days in clean cases	DC (N&MA)
5	<u>REGISTRATION OF CONVEYANCE DEED/ RELEASE</u>	Documents required to be submitted along with application addressed to the Sub-Registrar MAYABUNDER. <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map (From F) • Valuation Certificate from Tehsildar Mayabunder • No Dues & Non Encumbrance Certificate from Tehsildar Mayabunder • NOC from The Pradhan Consent Gram Panchayat • NOC from bank (SBI) • NOC from bank (SCB) • NOC from Agriculture Department(Not required if house site) • NOC from Block Development Officer • NOC from Industrial Promotion Officer, Bakultala • NOC from Deputy Registrar of Cooperative Societies Mayabunder • NOC from Assistant Director, Fisheries Department Mayabunder • Sale permission from DC Office if the land was house site • Original sale deed inscribed in stamp paper @ 1.5% of the valuation/ considered amount whichever is higher with its photo copy for office record. • Identity card/ Aadhaar Card/ Pan Card of Executants, claimants • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Executants, claimants 	Sub – Registrar Mayabunder	30 days in clean cases	DC (N&MA)
6	<u>REGISTRATION OF LEASE DEED/LEASE AGREEMENT</u>	Documents required to be submitted along with application addressed to the Sub-Registrar Mayabunder. <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map • Identity card/ Aadhaar Card/ Pan Card of Executants, claimants 	Sub – Registrar Mayabunder	30 days in clean cases	DC (N&MA)

		<ul style="list-style-type: none"> • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Executants, claimants • Original lease deed inscribed in stamp paper @ 1.5% of the valuation/ considered amount whichever is higher with its photo copy for office record. 			
7	<u>REGISTRATION OF Power of Attorney</u>	<p>Documents required to be submitted along with application addressed to the Sub-Registrar Mayabunder.</p> <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map • Identity card/ Aadhaar Card/ Pan Card of Executants, claimants • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Executants, claimants • Original Power of attorney inscribed in stamp paper 100 with its photo copy for office record. 	Sub – Registrar Mayabunder	30 days in clean cases	DC (N&MA)
8	<u>REGISTRATION OF Partnership Deed</u>	<p>Documents required to be submitted along with application addressed to the Sub-Registrar Mayabunder.</p> <ul style="list-style-type: none"> • Certificate copy & recent ROR & Sketch Map • Identity card/ Aadhaar Card/ Pan Card of Executants, claimants • Identity card/ Aadhaar Card 03 Nos Witness • 02 Nos Passport Photographs of Executants, claimants • Original Partnership Deed inscribed in stamp paper 100 with its photo copy for office record. 	Sub – Registrar Mayabunder	30 days in clean cases	DC (N&MA)

Sub- Registrar, Diglipur

Sl. No.	Services/ Works being provided	Documents required	Officer (s) responsible for disposal of the services	Time frame for disposal
1.	Registration of Sale/gift Deeds	<ul style="list-style-type: none"> • Application in plain paper addressed to Sub-Registrar. • Deed/Documents required to be registered. • Sale/Gift permission issued by the Deputy Commissioner (N&MA). • Recent Form-F and Map. • Valuation Certificate issued by concerned Tehsildar. • Two recent passport size Photographs of vendor and Purchasers. • No-Dues Certificate issued by Tehsildar concerned. • No-Dues Certificate from Agriculture Dept. and A& N State Co-operative Bank. • Non-encumbrance certificate from concerned Tehsildar. • NOC from concerned Tehsildar. • Pan Card of all party. • Aadhar card of all party. 	Sub-Registrar North Andaman, Diglipur	60 days in clean cases
2.	Registration of Trust deed	<ul style="list-style-type: none"> • Original General Trust Deed on stamp Paper for value of stamp duty of Rs 100/- • Latest Original Record of Right & Sketch map with 3 months validity in original duly countersigned by Patwari and Tehsildar concerned as applicable. • Copy of certified Rent Agreement/License/allotment of room by competent authority as applicable. • 2 (two) nos. recent passport size photograph of all trustees. • Duly attested copy of Photo identity proof of parties concerned. 	Sub-Registrar North Andaman, Diglipur	60 days in clean cases
3	Registration of Release Deed	<ul style="list-style-type: none"> • RoR & Sketch map duly signed by concerned Patwari & Tehsildar or from CSC. • No Dues/Non encumbrance certificate. • Valuation Certificate. • Stamp Duty being 1.5% of Valuation. • 02 Nos. recent passport size photographs of releaser/s & releases. • Self attested copy of photo identity proof of releaser/s & release/s & witness. 	Sub-Registrar North Andaman, Diglipur	60 days in clean cases
4	Registration of Child Adoption Deed	<ul style="list-style-type: none"> • Original adoption deed on stamp paper for value of Rs 100/- along with duplicate copy of adoption deed with sign of executants in original. • Attested copy of birth certificate of child. • 2 Recent passport photograph of both parties & child. • Duly attested copy of photo ID proof of party concern. • Pan and Aadhar card of both parties. • Income certificate of adoptive parents. 	Sub-Registrar North Andaman, Diglipur	60 days in clean cases

5	Registration of Family Settlement deed	<ul style="list-style-type: none"> • Original Family settlement deed on stamp paper for value of Rs 100/-. • RoR & Sketch map duly signed by concerned Patwari & Tehsildar or from CSC. • 02 Nos. recent passport size photographs. • Pan and Aadhar card of both parties. 	Sub-Registrar North Andaman, Diglipur	60 days in clean cases
6	Registration of Will deed registration	<ul style="list-style-type: none"> • RoR & Sketch map duly signed by concerned Patwari & Tehsildar or from CSC. • Pan and Aadhar card of both parties. • 02 Nos. recent passport size photographs. 	Sub-Registrar North Andaman, Diglipur	60 days in clean cases

Sub- Registrar, Rangat

Sl. No.	Services/ Works being provided	Documents required	Officer (s) responsible for disposal of the services	Time frame for disposal	Appellate Officer
1.	Registration of Sale/gift Deeds	<ul style="list-style-type: none"> • Application in plain paper addressed to Sub-Registrar. • Deed/Documents required to be registered. • Sale/Gift permission issued by the Deputy Commissioner (N&MA). • Recent Form-F and Map. • Valuation Certificate issued by concerned Tehsildar. • Two recent passport size Photographs of vendor and Purchasers. • No-Dues Certificate issued by Tehsildar concerned. • No-Dues Certificate from Agriculture Dept. and A& N State Co-operative Bank. • Non-encumbrance certificate from concerned Tehsildar. • NOC from concerned Tehsildar. • Pan Card of all party. • Aadhar card of all party. 	Sub-Registrar Middle Andaman, Rangat	60 days in clean cases	DC (N&MA)
2.	Registration of Trust deed	<ul style="list-style-type: none"> • Original General Trust Deed on stamp Paper for value of stamp duty of Rs 100/- • Latest Original Record of Right & Sketch map with 3 months validity in original duly countersigned by Patwari and Tehsildar concerned as applicable. • Copy of certified Rent Agreement/License/allotment of room by competent authority as applicable. • 2 (two) nos. recent passport size photograph of all trustees. • Duly attested copy of Photo identity proof of parties concerned. 	Sub-Registrar Middle Andaman, Rangat	60 days in clean cases	DC (N&MA)
3	Registration of Release Deed	<ul style="list-style-type: none"> • RoR & Sketch map duly signed by concerned Patwari & Tehsildar or from CSC. No Dues/Non encumbrance certificate. • Valuation Certificate. • Stamp Duty being 1.5% of Valuation. • 02 Nos. recent passport size photographs of releaser/s & releases. • Self attested copy of photo identity proof of releaser/s & release/s & witness. 	Sub-Registrar Middle Andaman, Rangat	60 days in clean cases	DC (N&MA)
4	Registration of Child Adoption Deed	<ul style="list-style-type: none"> • Original adoption deed on stamp paper for value of Rs 100/- along with duplicate copy of adoption deed with sign of executants in original. • Attested copy of birth certificate of child. • 2 Recent passport photograph of both parties & child. • Duly attested copy of photo ID proof of party concern. • Pan and Aadhar card of both parties. • Income certificate of adoptive parents. 	Sub-Registrar Middle Andaman, Rangat	60 days in clean cases	DC (N&MA)

5	Registration of Family Settlement deed (Partition Deed)	<ul style="list-style-type: none"> • Original Family settlement deed on stamp paper for value of Rs 100/-. • RoR & Sketch map duly signed by concerned Patwari & Tehsildar or from CSC. • 02 Nos. recent passport size photographs. • Pan and Aadhar card of both parties. 	Sub-Registrar Middle Andaman, Rangat	60 days in clean cases	DC (N&MA)
6	Registration of Will deed registration	<ul style="list-style-type: none"> • RoR & Sketch map duly signed by concerned Patwari & Tehsildar or from CSC. • Pan and Aadhar card of both parties. • 02 Nos. recent passport size photographs. 	Sub-Registrar Middle Andaman, Rangat	60 days in clean cases	DC (N&MA)