



## Services Offered

Directorate of Registration &  
Stamp Revenue

## SERVICES PROVIDED TO THE PUBLIC:

- Registration of documents involving sale, exchange, lease or gift of immovable property, power of attorney, trust etc.
- Issuing of certified copies of documents already registered.
- Inspection of Book Nos.1 and 2 and inspection of indexes relating to Book No.1 by any person applying to inspect the same
- Registration of marriages under The Hindu Marriage Act, 1955 and The Special Marriage Act, 1954

## THE SERVICES PROVIDED THROUGH THE DEDICATED 24\*7 WEBSITE OF THE DIRECTORATE OF REGISTRATION & STAMP REVENUE

<https://wbregistration.gov.in>

- Online e-Requisition Form Filling
- Application for registration of a document and determination of chargeability of stamp duty, registration fee and mutation fee chargeable thereof including verification of Record of Rights (RoR) (As updated by the concerned authority)
- Online Calculator for Market Value, Stamp Duty and Registration Fees
- e-Deed Registration
- e-Payment of Stamp Duty and/or Registration Fees for registration of a document
- Online application for Refund (e-Refund) of paid but unutilised challan (GRIPS) generated for payment of Stamp Duty & Registration Fees
- e-Stamping for Non-Registration purposes document
- Online facility of Certified copies of Deed (for all volume copies of deeds which have been digitized) under e-District project of Government of West Bengal at West Bengal e-District Portal (<https://edistrict.wb.gov.in>)
- Online time slot booking for registration (e-Appointment)
- Mutation status verification
- Searching of registration records by party name
- Searching of registration records by property details
- Searching of legacy registration records (legacy) by party name
- Searching of legacy registration records (legacy) by property details

- Online module of Legacy Deed Verification
- Obtaining Certified copy of registered deed
- Searching of Mortgage Records from CERSAI Portal
- Grievance Redressal System
- Online Facility to locate Registration Office

## REGISTRATION OF DOCUMENTS

### ➤ **TO REGISTER A DOCUMENT:**

On deciding to acquire a property, ascertain the transactions effected in respect of the property proposed to be acquired by searching of registration records by property details in <https://wbregistration.gov.in>

#### **A. Valuation of property or Market Value:**

Market Value Calculator is available on the Website <https://wbregistration.gov.in>

#### **B. Determination of Stamp Duty & Registration Fees**

The online Calculator in <https://wbregistration.gov.in> for calculating Stamp Duty and Registration Fees enables you to ascertain the stamp duty / registration fees payable on a particular property and for a particular deed.

#### **C. Payment of Stamp Duty:**

- Nonjudicial Stamp papers are available at Treasury and with licensed stamp vendors
- There is also e-Stamping for documents of non-registration purpose
- e-Payment through GRIPS is compulsory if Stamp Duty payable is more than Rs.10,000/- or Registration Fee payable is more than Rs.5,000/- or both

➤ **DRAFTING OF DEEDS (NON-TESTAMENTARY & TESTAMENTARY) BY:**

For Non-testamentary:

- Executant (Seller/Vendor, Doner, Settler, Mortgagor) of a document can draft a document himself. Model deeds can be downloaded from the website
- Advocates/Pleader/Solicitors
- Licensed Deed Writers
- By the law clerks of an advocate (the concerned advocate shall also be required to certify on the deed that it has been drafted by him and written by his/her licensed clerk)

For Testamentary:

- Testator
- Any person authorized by the Testator

➤ **DETAILS TO BE GIVEN IN THE DOCUMENT:**

- Name, Address and Phone number/Mobile number of the Executants & Claimants of the document. PAN of the Seller and Purchaser in case the value of the property stated in the document exceeds Rs.10 Lakh.
- Consideration value and/or market value of the properties.
- Full Details of the property including Building (if any)
- The executants should sign on every page of the document in the presence of two witnesses who should also affix their signature at the designated sheet of the document. The executants should also affix their passport size photographs and fingerprints in the documents and if such document relates to the transfer of ownership of immovable property, the passport size photograph and fingerprints of each buyer and seller of such property mentioned in the document shall also be affixed to the document.

➤ **WHEN DOCUMENTS/ DEEDS TO BE PRESENTED FOR REGISTRATION:**

- Within FOUR Months from the date of execution other than will.
- In case of delay due to urgent necessity, etc. within eight months from the date of execution by payment of fine (vide sec. 23 as read with sec.25 of the Registration Act, 1908)
- The District Registrar may condone delay of upto four further months beyond the period of four months from the date of execution on payment of a fine not exceeding ten times the amount of the proper registration-fee. Any application for such direction may be lodged with a Sub-Registrar/Registering Officer, who shall forthwith forward it to the Registrar to whom he is subordinate.
- No time limit for Wills executed.
- Fine:

Sl. No	Delay	Fine
1	When delay does not exceed 7 days	A fine equal to twice the amount of proper Registration Fees
2	When delay exceeds 7 days but does not exceed one month	A fine equal to four times the amount of proper Registration Fees
3	When delay exceeds one month but does not exceed 4 months	A fine equal to ten times the amount of proper Registration Fees

The fine shall be inclusive of proper Registration Fees

• **ADMISSION OF EXECUTION:**

- Within FOUR Months from the date of execution other than will.
- Within eight months from the date of execution by payment of fine.
- Within twelve months from the date of execution (if the period of presentation for registration is extended to eight months by payment of fine under sec. 25 of the Registration Act, 1908) by payment of fine under the proviso to Section 34 of the Registration Act, 1908.
- The District Registrar may condone delay of upto four months for appearance before the registering officer over and above the allowance made under section 25 earlier on payment of a fine not exceeding ten times the amount of the

proper registration-fee. This fine shall be in addition to the fine, if any, payable under Section 25. Any application for such direction may be lodged with a Sub-Registrar, who shall forthwith forward it to the Registrar to whom he is subordinate.

- No time limit for Wills executed
- Fine:

Sl. No	Delay	Fine
1	When delay does not exceed 7 days	A fine equal to twice the amount of proper Registration Fees
2	When delay exceeds 7 days but not one month	A fine equal to four times the amount of proper Registration Fees
3	When delay exceeds one month but not exceeds 4 months	A fine equal to ten times the amount of proper Registration Fees

The fine shall be inclusive of proper Registration Fees

- **WHERE DOCUMENTS TO BE PRESENTED FOR REGISTRATION:**
- DOCUMENTS RELATING TO PROPERTIES SITUATE IN WEST BENGAL SHALL BE REGISTERED IN WEST BENGAL ONLY AT THE FOLLOWING OFFICES:
  - 1) In the Sub-Registrar's office under the jurisdiction of which the property is situate,
  - 2) In the concerned District Registrar's office
  - 3) In the office of Registrar of Assurances, Kolkata
- If you don't know the jurisdiction of registration offices, please ascertain it from 'Jurisdiction of the R.O' submenu under 'E-SERVICES' menu of the homepage of the website <https://wbregistration.gov.in>

➤ **DOCUMENTS REQUIRED AT THE TIME OF REGISTRATION:**

- Executed document.
- True copy of the executed document
- Principal document(s) when the present document is supplementary to such principal document(s)
- Permission from competent authority in case of transfer of rayat of any Schedule Tribe person to a non-Schedule Tribe person.
- Assessment slip containing market value and chargeability of stamp duty & registration fees
- Identity proof like Aadhaar card/voter card/PAN card/passport/driving licence etc. of the parties
- Court fee of Rs. 10/-.
- PAN of the Seller and Purchaser in case the value of the property stated in the document exceeds Rs.10 Lakh OR
- Duly filled Form 60/61 Statement in case PAN/GIR Number is not available together with identity proof & address proof of the parties
- Particulars of payment made in respect of stamp duty and registration fee
- Standard User Charge of Rs 300/-(for deeds not exceeding 17 pages) and an additional charge of Rs 9 per page when page count exceeds 17.
- The Registering officer shall tender proper receipts for all amounts paid.

➤ **REGISTRATION AT PRIVATE RESIDENCE AND FOR PERSONS NOT REQUIRED TO ATTEND ANY REGISTRATION-OFFICE OR COURT:**

**FOR WHOM?**

- A person who by reason of bodily infirmity is unable without risk or serious inconvenience to appear at the registration-office
- Persons in jail under civil or criminal process
- Persons exempted by law from personal appearance in Court
- Special cause being shown to Registering Officer

## **WHEN?**

- On application and upon payment of requisite fees during office hours
- Sub Registrar/ Registering Officer himself/herself may visit for registration or acceptance for deposit at private residence on special cause being shown, before or after office hours (sections 31 & 33 of the Registration Act, 1908)
- For other cases, the Registering Officer shall either go to the house of such persons mentioned above or to the jail (where the person concerned is confined) for examining him/her/them or he/she may issue commission for examination (section 38 of the Registration Act, 1908).

## **FEES**

- J1-Rs.250 & Travelling Allowance (J2)
- K1-Rs.50 & Travelling Allowance (K2)

### ➤ **REGISTRATION OF WILL:**

- Wills may be presented for presentation in any registration office without jurisdiction.
- No time limit for presentation of will for Registration.
- Wills can also be kept in a sealed cover and deposited with the District Registrar for safe custody.
- During the lifetime of the testator, he/she may withdraw the sealed cover.
- The Person authorized may after the death of the testator, apply with the death certificate of the testator and get it registered.
- Fees:

i	For the deposit or withdrawal of sealed cover containing a will	Rs.25
ii	For opening such cover	Rs.15

## CERTIFIED COPIES:

- Any person may apply for the certified copy of a document registered in Book 1 & 2 on payment of the required fees
- Copy of Will registered, can be obtained only by the testator or by his/her duly authorised agent
- After the demise of the testator, any person can apply and get the copy on production of death certificate of the testator
- Copy of document registered in Book IV can be given to any person executing or claiming under the document or to his agent or representative
- Copy of Power of Attorney relating to immovable property can be given to the buyer or the legal heirs of the buyers who had already purchased any immovable property based on such Power of Attorney(s) or to any prospective buyer even before the execution of any sale or transfer deed in his/her favour by a power of attorney holder subject to the provisions as mentioned in the Circular No.2 of 2020. (Circular No.2 of 2020 is available under notification in the 'Rules, Acts & Notification' menu of the homepage of <https://wbregistration.gov.in>)

Fee:

i	For every 100 words or part thereof in the English or Vernacular Character	Rs.0.35p
ii	In case of documents which have been data processed in computerised system, the fees for making or granting copies of reasons, entries on documents shall be Rs.7.50 for every 200 words or part thereof in the English or Vernacular Character	Rs.7.50
iii	If an applicant requires a copy to be taken up in preference to other copying work in the office, an extra fee of Rs.4 or if the copy exceeds four pages of 300 words each, an extra fee of fifty paise for each page	Rs.4

## REGISTRATION OF MARRIAGES

As per Government notification, registration of marriage under the Hindu Marriage Act, 1955 read with West Bengal Hindu Marriage Registration Rules, 2010 and under the Special Marriage Act, 1954 (43 of 1954) read with West Bengal Special Marriage Rules, 2010 shall be done by electronic mode. All Registering officers are ex-officio marriage registrars of their jurisdiction.

For the online marriage registration, please login to the MARREG portal at [https://rgmwb.gov.in/MARREG\\_Portal/MARREG\\_Home.aspx](https://rgmwb.gov.in/MARREG_Portal/MARREG_Home.aspx)

### ➤ HINDU MARRIAGES REQUIREMENTS:

- Bridegroom has completed 21 years of age and the bride has completed 18 years of age at the time of the marriage.
- Both of them should be Hindus/Sikhs/Jains/Buddhists.
- Marriages solemnised under Hindu customs performing saptapadi.
- Proof of marriage (invitation card, joint photograph and an affidavit from the priest or local panchayat bodies), age, residence, passport size photo of bride and bridegroom etc. required.
- Any one of the following places should fall within the jurisdiction of the Registering officer:
  - Residence of bridegroom.
  - Residence of bride.
  - Place of Solemnization
- Fees:

Sl. No	Particulars	Fees
1	For receiving an application of registration of marriage at the office of the Hindu Marriage Registrar (to be paid by the parties to the marriage)	100.00
2	For registration of a marriage including issue of two copies of original certificate to both of the parties	400.00

3	For issue of additional marriage certificate (fees per copy)	100.00
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➤ **SPECIAL MARRIAGES REQUIREMENTS:**

- Marriages to be solemnized before the Registering officer or already solemnized can be registered under Special Marriages Act.
- Bridegroom has completed 21 years of age and the bride has completed 18 years of age at the time of the marriage and in the case of the marriages already solemnized both should have completed 21 years at the time of registration.
- Anyone of the following place should fall within the jurisdiction of the Registering officer:
  - Residence of bridegroom.
  - Residence of bride.
  - Place of Solemnization

Notice of intended marriages shall have to be given in triplicate to the jurisdictional Sub Registrar for registration and the notices will be displayed in the Sub Registrar Offices where bridegroom and bride have permanent residence. The personal appearance of the bridegroom and bride is not required for giving notice.

- If no objection for the marriage is received within 30 days from the notice, marriage will be solemnized /registered and at that time the bride and bridegroom must be present with 3 witnesses.
- Marriages shall be solemnized/registered after 30 days and before 3 months from the date of Notice. If the time exceed 3 months, fresh notice to be filed.
- Fees: Same as above

For further queries on marriage please follow the link [https://rgmwb.gov.in/MARREG\\_Portal/MARREG\\_Home.aspx](https://rgmwb.gov.in/MARREG_Portal/MARREG_Home.aspx) or contact at [support.rgm-wb@gov.in](mailto:support.rgm-wb@gov.in)

## KEEPING CITIZEN INFORMED:

- The exclusive website <https://wbregistration.gov.in> contains the latest information on every aspect of the Directorate of Registration and Stamp Revenue.
- Registering Officers are serving as guide to the Registrant Public and they are to provide required information during office hours.
- Notice Board containing all important details is displayed in all the Sub Registrar Offices.
- Suggestion / Complaint boxes are provided in all Sub Registrar offices.
- To redress the grievances of the public, there is a Grievance Redressal Module in <https://wbregistration.gov.in>. Also, there is a helpdesk mail help-enathikaran@gov.in of Inspector General of Registration & Commissioner of Stamp Revenue, West Bengal where public can email their queries. The registrants may lodge any suggestion/complaint which will be looked into with care and steps will be taken to redress the grievances or implement the suggestions, if found suitable.

## STATUTORY REMEDIES:

- When registration of a document is refused, one can file an appeal before the District Registrar concerned within thirty days from the date of order of such refusal under Sections 72 & 73 of the Registration Act, 1908.
- If the party is not inclined to accept the Market Value assessed by the Registering Officer, and/or the Registering Officer has reasons to believe that the document is undervalued, his/her document shall be referred to the Deputy Inspector General of Registration for determination of true market value.

- The Deputy Inspector General of Registration, after giving the party concerned a reasonable opportunity of being heard and after holding an enquiry in the manner prescribed, determines the market value of the property under Section 47A of the Indian Stamp Act, 1899.
- Any person aggrieved by any order passed in the prescribed manner, may prefer an appeal to such appellate authority as may be prescribed under Section 47B of the Indian Stamp Act, 1899 within sixty days from the date of receipt of such order or such further period as may be allowed by the said authority for cause shown to his/her satisfaction.
- *Suo motu* revision by Chief Controlling Revenue Authority under Section 47C of the Indian Stamp Act, 1899 who may pass an order revising any order passed by any authority under Section 47A or Section 47B of the Indian Stamp Act, 1899.

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