

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
OFFICE OF THE DIVISIONAL COMMISSIONER, DELHI  
STAMP & REGISTRATION BRANCH, R.NO. 204-205, "B" BOLCK  
5, SHAM NATH MARG, DELHI-110054.

F.1/2364/Regn.Br./Div.Comm./HQ/R/2019/Pt.File-II 5247

Dated: 11-1-2021

CIRCULAR

Sub: Ensuring same day release of documents registered in the Sub Registrar offices.

In continuation to this office circular vide No. F.1/2549/Regn.Br./Div.Comm./HQ/R/2018/1794 dated 05/12/2020 the Sub Registrar offices in Delhi / New Delhi have been converted to e-SR offices with the introduction of e-stamp papers and online Appointment Management Systems. This has resulted in saving of time and effort on part of the applicants. As part of the ongoing reforms to improve reliability and transparency in the process of registering documents in the Sub Registrar offices, the following Standard Operating Procedure is being circulated for strict compliance:-

1. The public can apply for appointment online on <http://srams.delhi.gov.in>. Such an appointment can be re-scheduled at their convenience.
2. On arrival of applicant with appointment slip / sms at the reception of Sub Registrar offices at designated date & time, a swipe card is to be provided to him / her which contain token numbers.
3. Token numbers will be displayed on screen of the facilitation counter where applicant will go for clearance of documents. Upon clearance, all parties will be presented before the Sub Registrars.
4. Upon acceptance by the Sub-Registrar, Biometric Division finger print and photographs shall be taken and receipt shall be provided.
5. On production of receipt by party, registered documents shall invariably be delivered between 3 to 5 P.M. on the same day .

The process has been made online and described in detail to ensure timely and hassle free registration and elimination of middle men. All Sub Registrars are hereby directed to strictly adhere to the above procedure.

This issues with approval of Pr. Secretary (Revenue) / Divisional Commissioner.

To,

The All Sub Registrars,  
Revenue Department, GNCTD.

  
(A. GOPI KRISHNA)  
DEPUTY COMMISSIONER (HQ)  
STAMP & REGISTRATION

F.1/2364/Regn.Br./Div.Comm./HQ/R/2019/Pt.File-II

Dated:

Copy to:

1. All Deputy Commissioners, Revenue Department, GNCTD, Delhi / New Delhi.
2. All Collectors of Stamp, Revenue Department, GNCTD, Delhi / New Delhi.
3. Senior System Analyst (SSA) and System Analyst, Revenue Department with the direction to make necessary changes in the appointment slip and upload the same to the department website.

  
(A. GOPI KRISHNA)  
DEPUTY COMMISSIONER (HQ)  
STAMP & REGISTRATION

428 / Sr SA  
11/01/2021