

MOST IMPORTANT/COMPUTERIZATION
No. IGR/VHT/PHOTO/11(1)/06/9183-9382

O/o the Inspector-General
of Registration,
Stamps & Registration Bhavan,
Sector 13/C, Kh Road,
Gujarat State,
Gandhinagar,
Date: 10/5/2007

To,
All the Sub Registrars,

Subject: About giving token.

Ref: (1) this office circular No. VHT/
PHOTO/ 2/04/3110-3142 dated 28/3/2005.

(2) this office circular No. VHT/
PHOTO/ 2/04/16226-318 dated
14/12/2005.

(3) this office circular No. VHT/
PHOTO/ 11(1)/06/5365-5460 dated
29/3/2007.

In context with the aforesaid subject it is intimated that circulars mentioned in the reference have been issued from this end for registration procedure, in which instructions were issued that the parties have to obtain in advance a token number (i.e. during the previous working day).

But, it was not found to be practical. Therefore, instructions are being issued by this letter that token should be issued "on commencing the office work" instead of "previous working day" and the documents shall required to be registered and returned to the person presenting or the interested person on the same day only. The token should be given to those parties only indicated in the document who come personally and, the party can shown the document on previous day and get it verified in case it is found necessary.

Sub Registrars should implement the aforesaid arrangement and exhibit (publish) the said instructions on the notice board.

Sd/-illegible

Deputy Inspector-General of
Registration,
Gujarat State, Gandhinagar.

Copy forwarded with respects to:

Joint Secretary, Revenue Department,
H-1 Branch, Sachivalaya, Gandhinagar for
information.

**EVIDENCES AND OTHER PAPERS TO BE
PRESENTED WITH THE DOCUMENT**

- Input sheet - with complete details and signatures.
- Form No.1 (for valuation) in respect of documents for transfer of the property.
- Certified copy of the evidence of ownership of the property incorporated in the document.
- Certified copy of the Power of Attorney in case the documents executing person or the person getting written the document is Power of Attorney Holder (Original Power of Attorney should be presented before the Registration Officer for the purpose of certifying the same. Certified copy of the Identity Card.

Obtain Token Number first if the document and required evidences are ready as above, wait for some time and keep present the person presenting the document and the parties who have to give confession and the persons identifying them.

PROCEDURE TO BE FOLLOWED BY THE PARTIES
BEFORE THE PRESENTATION OF THE DOCUMENT
FOR REGISTRATION.

- Whether the stamp used is as per the present market value of the property incorporated in the document or not? This may be verified.
- Whether the stamp paper on which the document is prepared is within six months of the date of purchase of the stamp paper? This may be verified.
- Signatures with date on each page of the document of the person executing and the person accepting the document and in cases the party is illiterate, thumb impression and corrections and where there is more space between two lines, initials of the parties should be got made.
- Photograph, signature and thumb impression of the person presenting the document be affixed on the first page of the document.
- Photograph of the property which is being transferred by the document

should be affixed.

- Signature, witness with date should be affixed on completion of the writing of the document and if the parties are illiterate, the person in whose presence the thumb impression has been taken, should affix his signature writing the details of the person affixing thumb impression.
- Whether on completion of writing the document has been presented for registration within four months from the date of signature, witness with date? This may be verified.
- Schedule with the latest pass port size photograph, signature and thumb impression of the person executing and person accepting the document should be annexed under the Section 32(a) of the Registration Act, 1908.

If the property which is being transferred is agricultural, then first L.R.C. (Land Record Certificate) and thereafter the document should be presented before the Registration Officer for registration.