NEW FEATURES / UPDATES IN EPATHIRAPATHIVU SOFTWARE

INTRODUCTION

The entire workflow of Document registration appointment booking through e-Pathirapathivu has been changed so as to make it more user friendly and to enable proper crowd management at the Sub-Registrar offices.

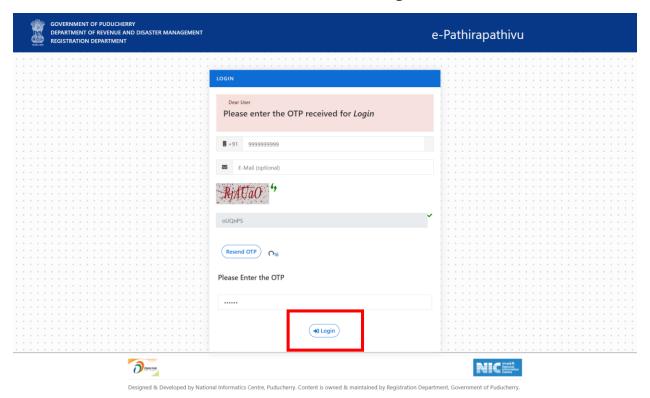
Document Registration appointment booking work-flow: -

➤ Click "**Start Registration**" button to proceed with Online Registration

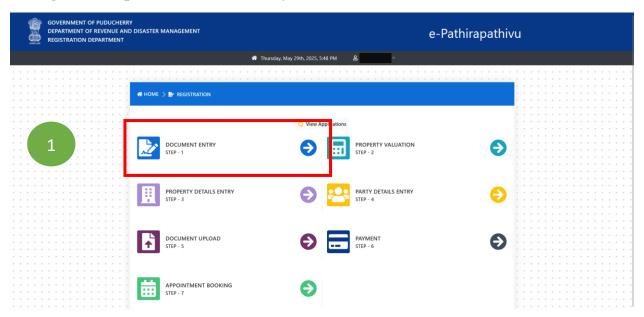


WELCOME TO PUDUVAI PROPERTY REGISTRATION A Digital initiative by Registration Department, Government of Puducherry to enable online registration facility to public of Puducherry. HELP Guidelines for Party Details Entry User manual for online payment Lease Agreement User Guide Format For Various Deeds Know Your Property Value AVERAGE REGISTRATION TIME TAKEN IN LAST WEEK Last Week A Fort Nichtly ## Last Month

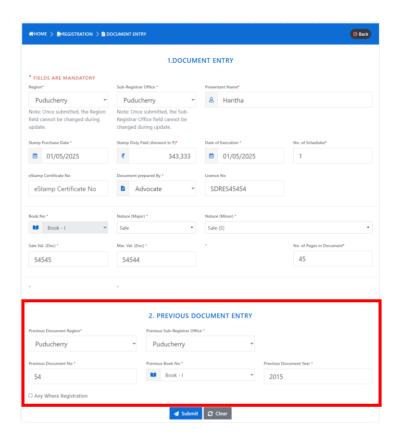
> Enter Mobile number and Received OTP for Login



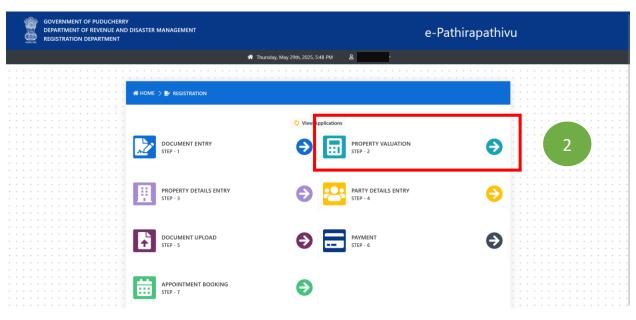
Changes in Step -1: Document Entry Module:

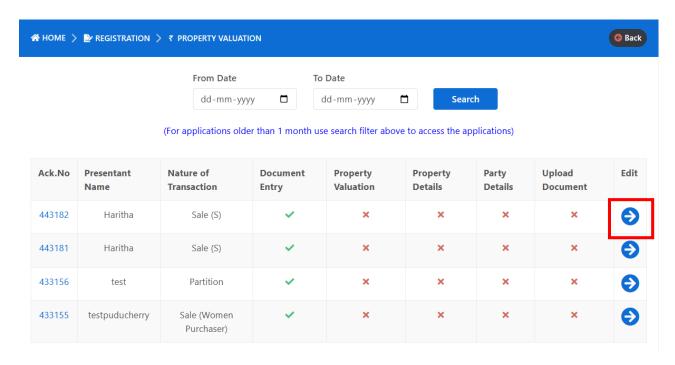


- Previous Document Entry is mandatory. Once the previous document is entered the data's will be automatically fetched and pre-filled in property details, executant details etc.,
- Also, in case the previous document is women purchaser the concession refund will also be verified.
- If the case is applicable for Women purchase concession refund, then the refund to be paid online.



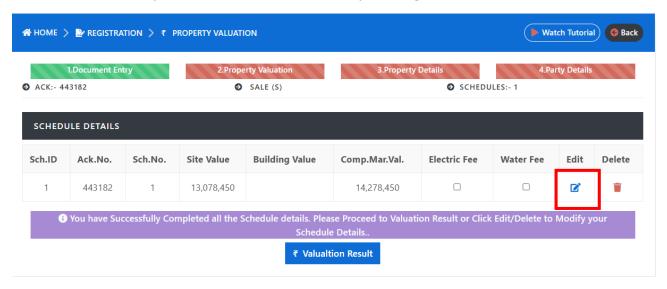
Changes in Step -2: Property Valuation Module:



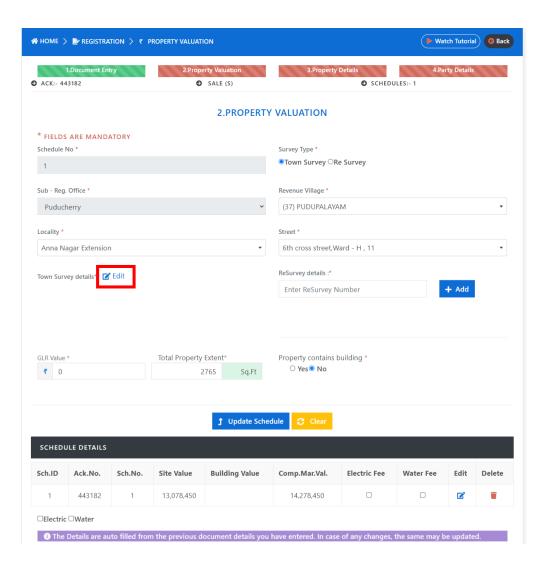


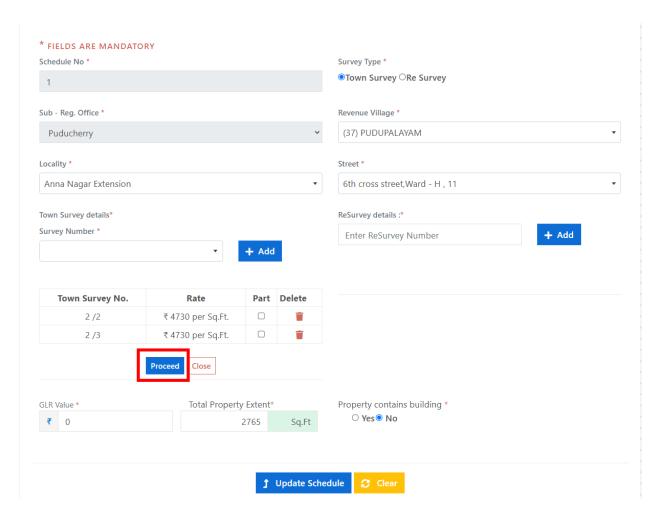
➤ All the Details are Pre-filled based on the Previous Document Details entry in the Document Details Entry Module. In case of update in the prefilled details the same may be rectified by editing the relevant field.

> You can verify the correctness of details by editing the schedule.

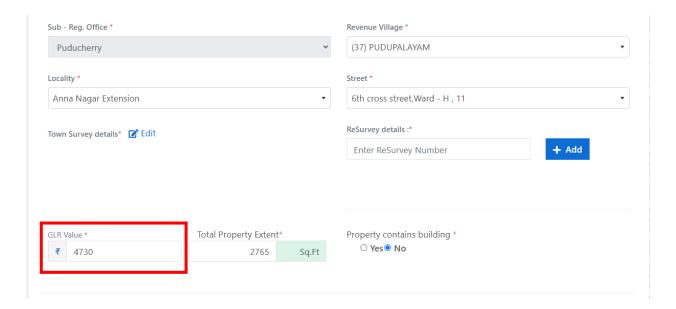


> To Verify the Survey Details, need to click respective 'Edit' icon

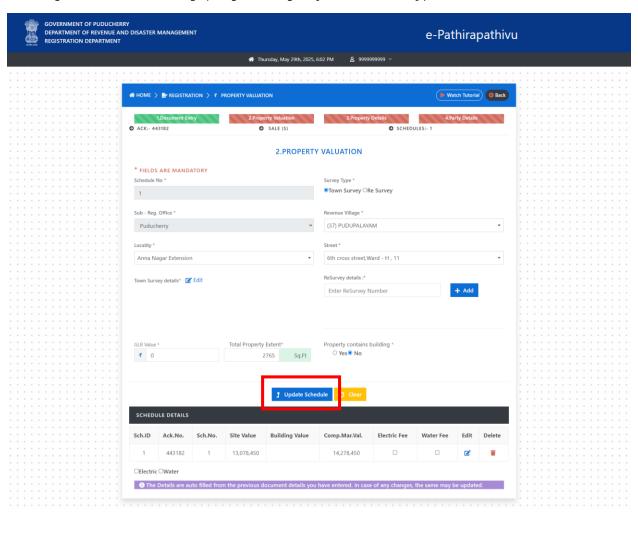


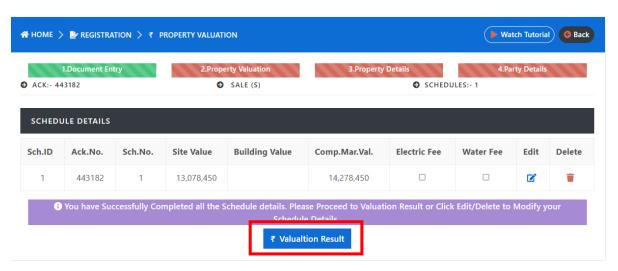


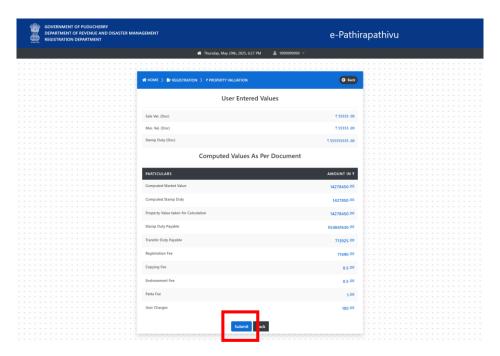
> After Addition/Updating of Survey Details, Click Proceed Button to Get GLR Value.



> After verification/Updating click on "Update Schedule" button in order to proceed to next step (Step 3: Property Details Entry)

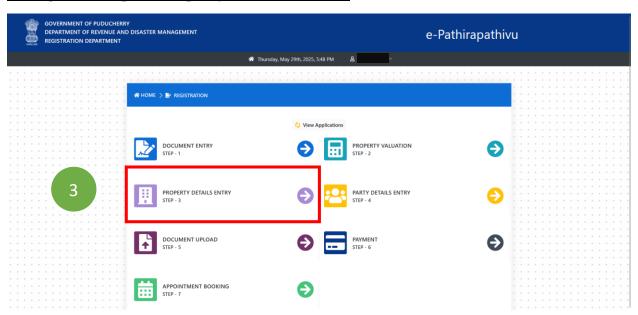




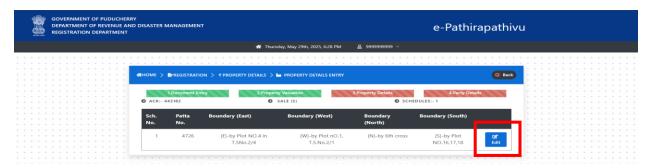


> After Completion of Step 2, You will be redirected to Step-3: Property Details entry Module.

Changes in Step -3: Property Details Module:

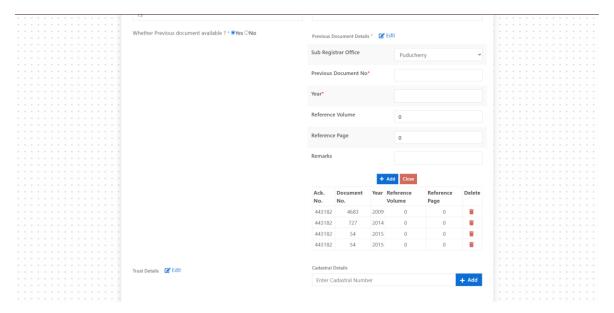


> The Boundaries and other data's as available in the previous document will be auto filled and in case of any correction it may be done by clicking the edit button.

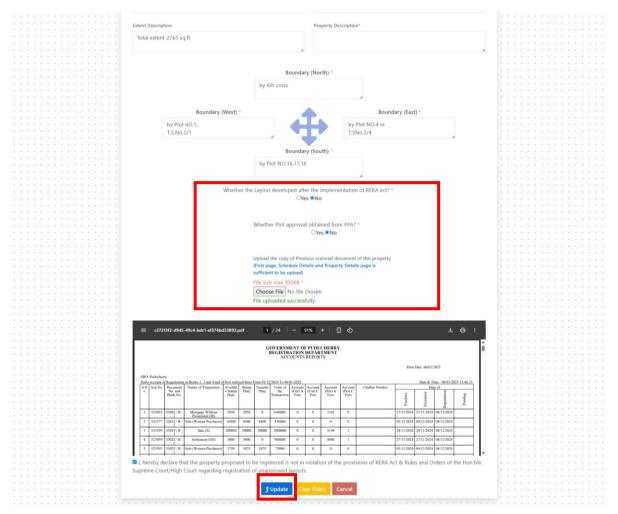


> On clicking "Edit" button you can verify the details and update if any changes needed.

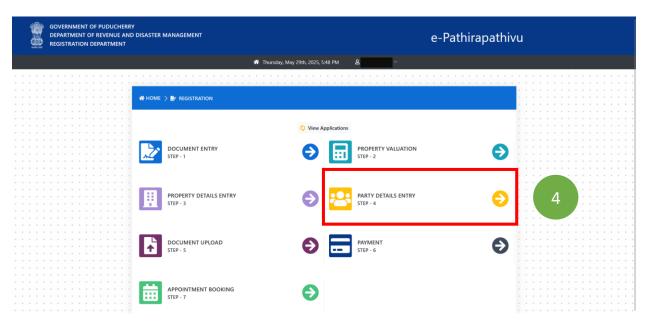
ACK:- 443182	2.Property Valuation SALE (S)	3.Property Details 4.Party Details SCHEDULES:- 1
	3.Property Details En	ntry For Schedule No. 1
FIELDS ARE MANDATORY ew Door No.		Old Door No.
ew Door No.		Old Door No.
/hether Previous document availab	ole ? * ®Yes ○No	Previous Document Details *
ust Details 🌃 Edit		Cadastral Details
		Enter Cadastral Number + Add
atta No. *	Pymache No.	Plot No. /Land No. Flat No.
4726	Tymache Ho.	2,3
at Name		Property Type*
		RCC BUILDING ▼
ktent Description		Property Description*
Total extent-2765 sq.ft.		
Boundar	by 6th cross	y (North) * Boundary (East) *
Boundar by Plot nO.1, T.S.No.2/1	by 6th cross	Boundary (East) * by Plot NO.4 in T.SNo.2/4 y (South) *
by Plot nO.1,	by 6th cross y (West) * Boundar by Plot NO.16,17,18 Whether the Layout developed after	Boundary (East) * by Plot NO.4 in T.SNo.2/4 y (South) *
by Plot nO.1,	by 6th cross y (West) * Boundar by Plot NO.16,17,18 Whether the Layout developed after	Boundary (East) * by Plot NO.4 in T.SNo.2/4 y (South) * er the implementation of RERA act? * s *No PPA Layout Approval DocumentFile size max
by Plot nO.1, T.S.No.2/1	by 6th cross y (West) * Boundar by Plot NO.16.17,18 Whether the Layout developed afte	Boundary (East) * by Plot NO.4 in T.SNo.2/4 y (South) * ar the implementation of RERA act? * by Plot Details * PPA Layout Approval DocumentFile size max 300KB * Choose File No file chosen
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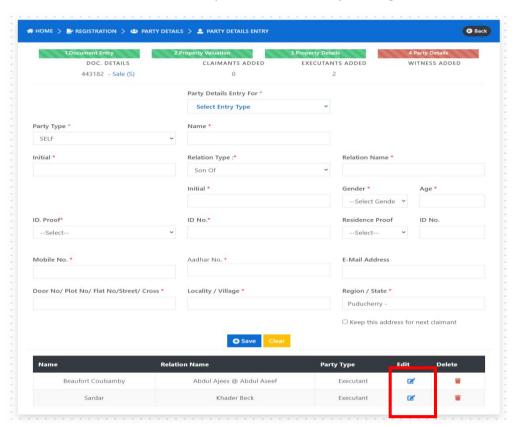
You need to answer the questionnaire for PPA approval and Upload the Relevant Document proof which can be viewed in PDF previewer



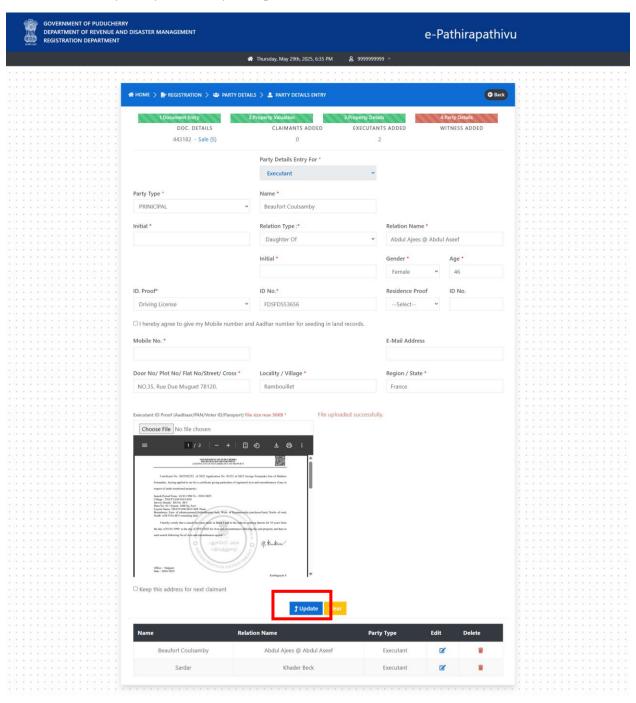
Changes in Step -4: Party Details Entry Module:



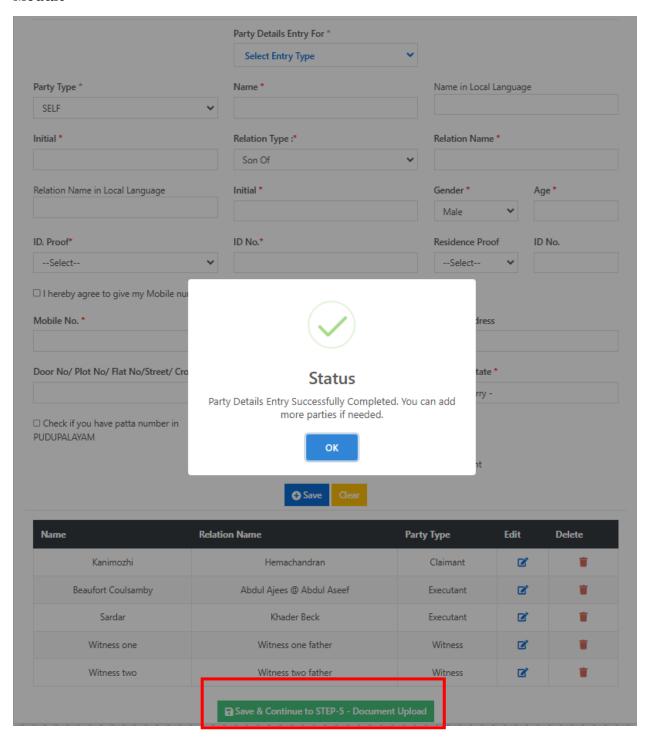
- ➤ The Claimant of the Previous Document will be the Executant of current Registration which will be prefilled.
- You can Click "Edit" and modify the details if any changes needed.



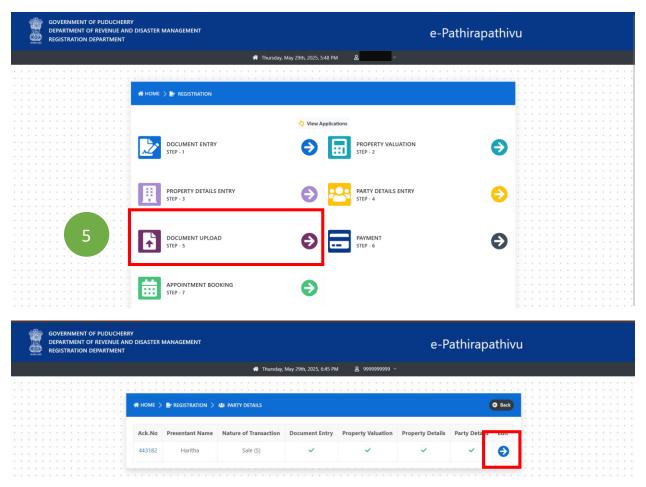
> It is Mandatory to Upload the ID Proof of each Party. ID Proof may be Aadhaar/PAN/Voter ID/Passport.



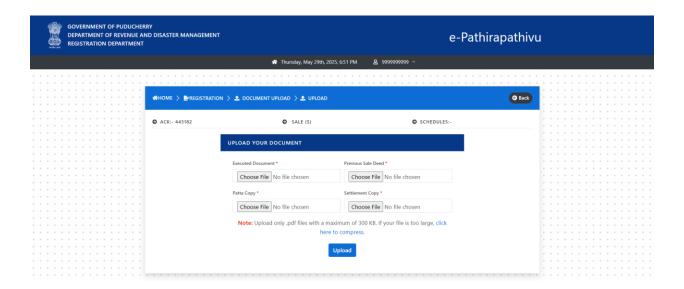
After entry of necessary details of Party, you can proceed to Step-5: Document Upload Module



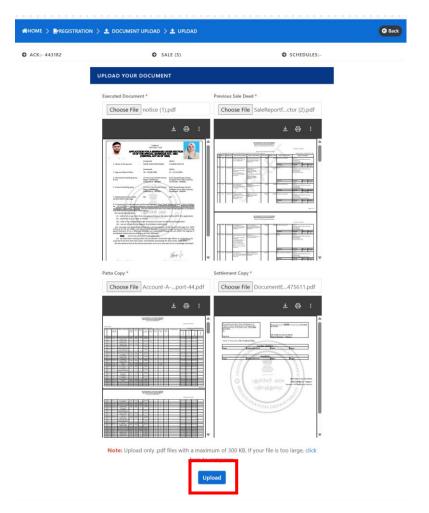
<u>Step-5: Upload Document Module - New Provision to Upload Relevant Document Proofs for Registration Process</u>

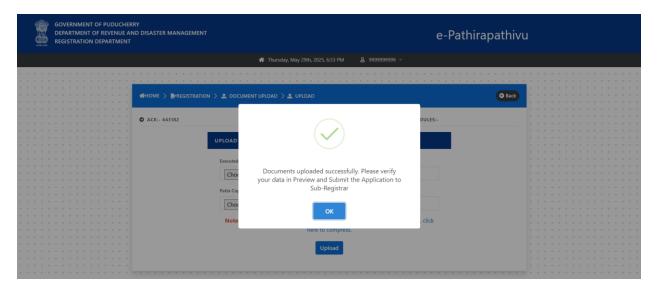


- ➤ The following documents are to be uploaded in Step-5:
 - a) Scanned copy of executed document which is proposed to be registered
 - b) Scanned copy of previous sale deed
 - c) Scanned Patta copy
 - d) Scanned Settlement copy

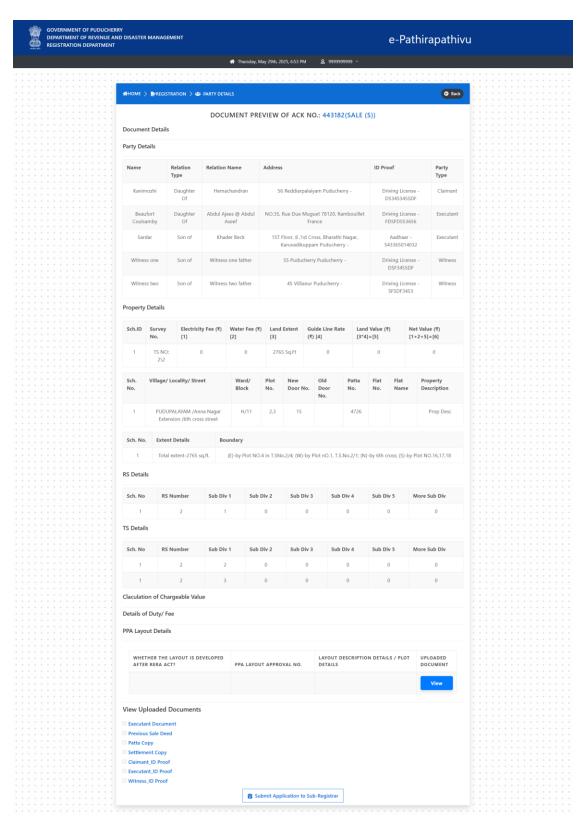


➤ The preview of the uploaded document will be show after choosing the Document. After completion Click "Upload" button to proceed with "Application Preview".

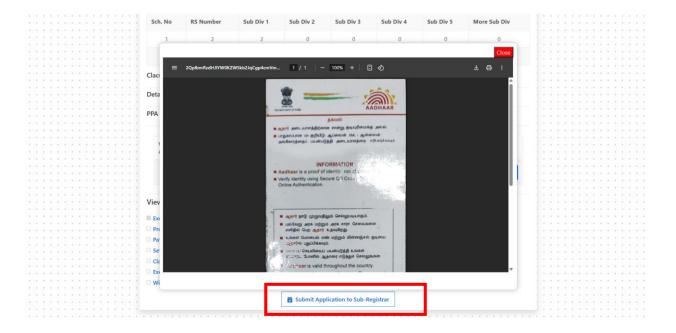




Application Preview will be shown Before Submitting the Application to Sub-Registrar. You can view the Details and if any changes required you can edit by navigating to step 1-4 before clicking "Submit Application to Sub-Registrar" button

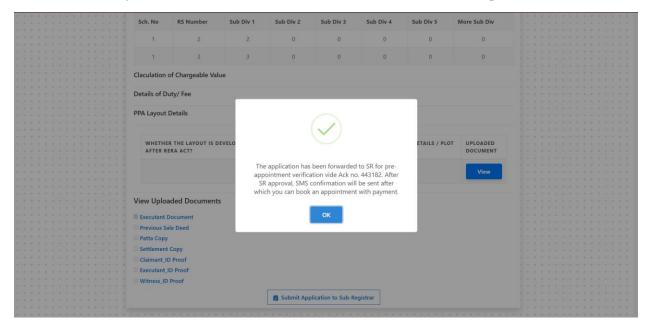


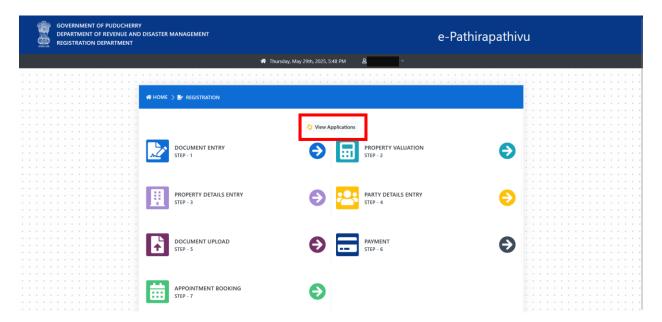
You can also view the Documents Uploaded.



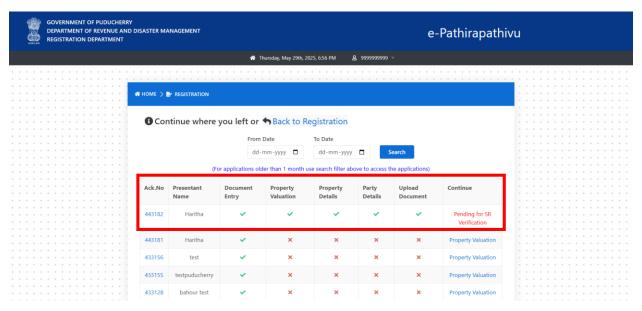
- ➤ After Submitting the Application to Sub-Registrar, your application will be under SR verification process.
- Payment and Appointment booking will be enabled after SR pre-verification only.

Note: Users are **not allowed to edit** the application after SR pre-verification. So, kindly ensure the correctness of the data submitted for pre-verification.



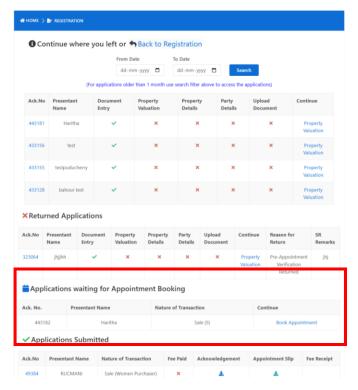


Applicants Dashboard will show the status of your submitted Application.

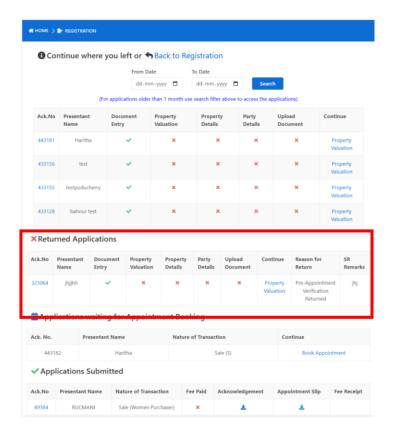


> After SR Approval, SMS confirmation will be sent to Applicant Mobile number after which you can book Appointment with Payment of Fees.

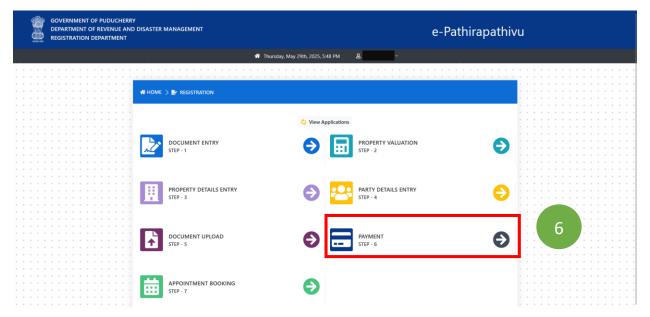
> If SR Approved the pre-verification, Booking Appointment will be enabled under "Applications waiting for Appointment Booking" in Dashboard

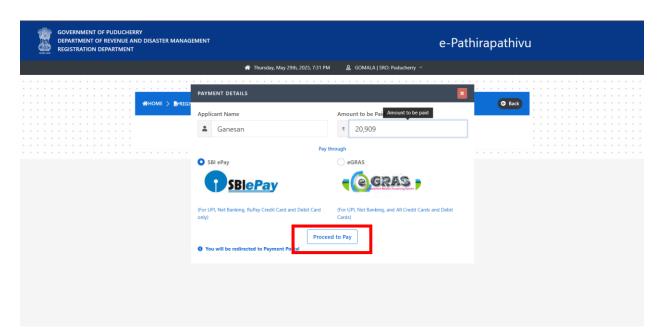


➤ If SR Returned the Application it will be shown under "Returned Applications" with SR remarks and the application has to be corrected and re-submitted for approval of pre-verification.

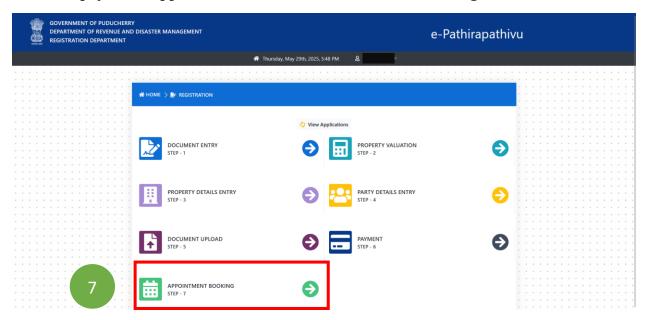


> Users are not allowed to edit the application you can only view the Application after SR Approval for Payment of Fees and for Booking Appointment.



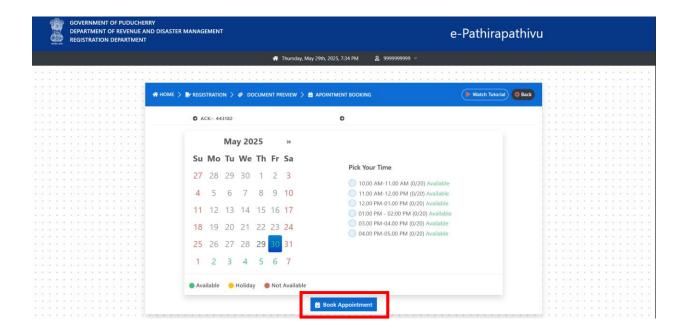


> After payment, appointment can be booked for document registration.



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➤ Henceforth, the registration will be done only at booked appointment **time slots**. In case, the parties don't appear at the booked time slot, the appointment will automatically be deleted for rescheduling the slots and they have to rebook the appointments.