

BEST PRACTICES FOR INDUSTRIES IN
WEST BENGAL TO PROMOTE EASE OF
DOING BUSINESS



e-Preparation and e-Submission of Deed

Download Model Deeds

User can download the model deed by clicking appropriate link and can modify the deed as required.

- [Deed of Sale for Land / Land with Structure](#)
- [Deed of Sale for Flat](#)
- [Agreement to Sale Without Possession](#)

- [Deed of Gift for Flat](#)

- [Deed of Gift for Land / Land with Structure](#)
- [Deed of Partition](#)
- [Deed of Lease](#)
- [Deed of Mortgage](#)

- [Will Deed](#)
- [Development Agreement](#)
- [General Power of Attorney](#)

- [Deed of Exchange Properties](#)

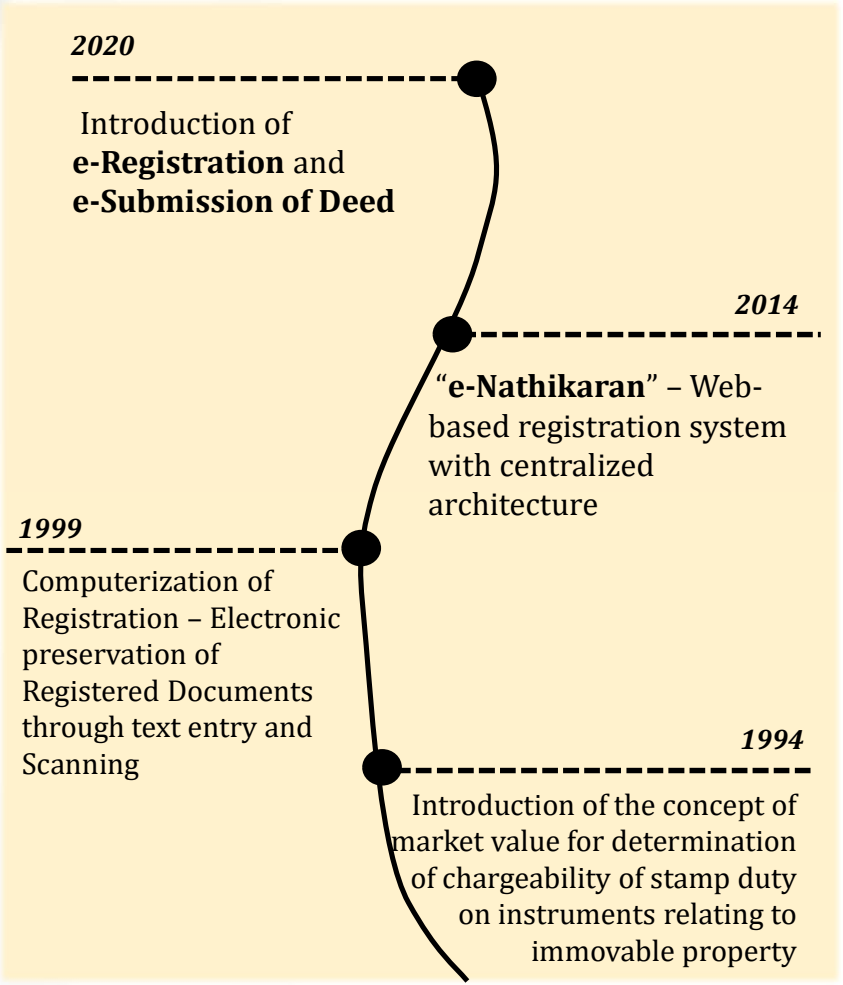
- [Developing Power of Attorney after registered development agreement](#)
- [Transfer of share of Partnership](#)
- [Deed of Partnership between two Partners](#)
- [Public Charitable Trust](#)

Brief of the Reform

After the introduction of e-Deed facility in the month of December 2019 the entire process of registration was made online and would be completed without visiting office.

At present e-Assessment is done first by the applicant with their Mouja/Plot details submitted electronically and the deed may be prepared electronically in predefined format as well as electronic execution (Aadhaar based e-Signing) and submission of executed document for registration.

This e-deed facility replaces the manual process of deed preparation and it reduces time and efforts of the business/industries as well as citizens to a great extent.



Process Followed

The system was planned to for wider public use

Timeline reduced from 1 month to 1 day

In May, 2020 e-Registration and e-Appointment facilities were introduced in eNathikaran system along with prevailing mode of registration.



Government Process Re-engineering was done, while ensuring adherence to both state and central statutory and regulatory mandates pertaining to registration procedure

An **Agile based development methodology** - followed by the System Integrator (National Informatics Centre) for the development process.

e-Registration - cut down on steps like preparation of physical deed & filling copies, scanning of deed, etc.
e-Appointment ensured time-slot based prior appointment for visits.

Structure Flow

1

e-Assessment

e-Assessment is done first by the applicant with their Mouja/Plot details submitted electronically

2

e-Deed

Automatic generation of e-Deed in pre-defined standardized template format (Model deeds).

3

Online Assistance

Obtaining online assistance from authorities/helpdesk to ensure correctness of the e-Deed so prepared

4

Aadhaar Authentication

Electronic execution of the e-Deed using “e-Sign” service through OTP based Aadhaar authentication

5

e-Payment

e-Payment of the stamp duty and registration fees through GRIPS module

6

e-Appointment

Flexible e-Appointment for presentation to the concerned registering office for registration

7

Paperless Registration

Fast and smooth registration process saving time and money with transparency and accountability

Uniqueness

Uninterrupted Revenue Collection by Govt. during PANDEMIC situation

Introduction of Analytics on Digital Data Set

Process Re-engineering & optimization

Reduction in Crowding & Improved Time Saving



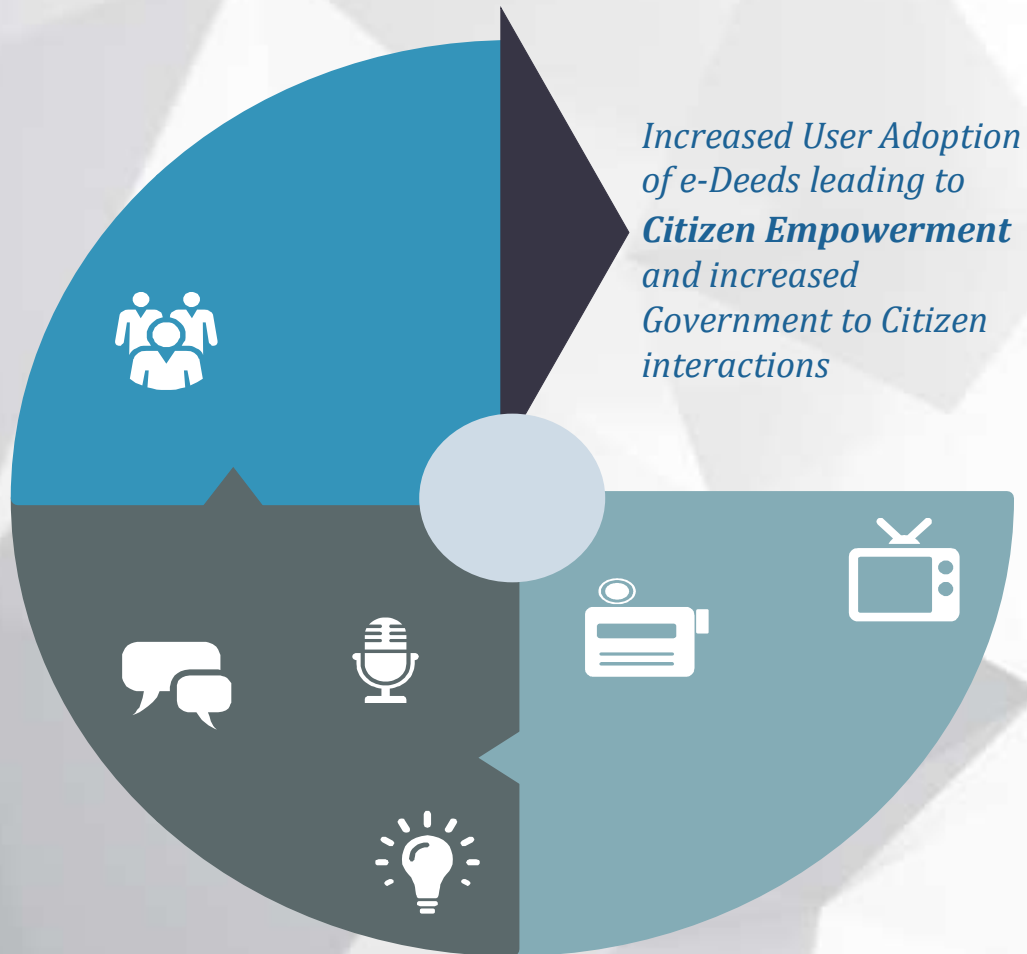
Citizen Empowerment

Done away with hard copies and scanning

Secure "eSign" for Authentication purpose

Online Search & Verification G2C services

Change Management



Change Management - one of the most critical components for the success of the project, involving the three dimensions of Active Communication, Proactive Management and Incentivized Engagement Plan

- **Active Communication** - Using **Video conferencing, WhatsApp, website, Newspaper advertisements and Office Notices** to promote the e-Deed system of Registration.
- **Proactive Engagement** - Special focus by Registering officers, help desk staffs and dedicated team at HQ
- **Incentivization Plan** - **Special Remission** in registration fees till 31st May, 2020 to increase citizen participation.

Benefits

Citizen Empowerment

Citizen can prepare the deed completely online on his/her own with the help of existing model deed templates



Go Green

Reduced footfall, doing away with hard copies, reduced office operation results in lesser carbon footprint and saving of paper. All contribute towards a more sustainable future.



Use of Analytics

Model Deed in digital format allows analysis of the data for better planning, aberration finding and forecasting



Business Continuity

Played the role of a “Business Continuity” Plan from the perspective of the Finance Department and Registrant public during the pandemic situation



Government Assistance

Safe, self-reliant and Secure registration process supported by online assistance from Registration Officers at no extra fee



Future use of ML

Development of use cases for ongoing integration with GIS, API interaction with Financial Institutions, Scientific Market Value Assessment Framework for greater productivity





Directorate of Registration and Stamp Revenue

Finance (Revenue) Department, Government of West Bengal

User Authentication for eRegistration of Deed

Login

Using Query Number Using Mobile Number

Query No/Query Year /

Applicant Name

Mobile No

OTP 'O T P' is valid for 2 minutes



Thank You