

Procedure for Registries in Sub-Registrar Amritsar-I and II offices:

- 1) Parties – either seller or buyer – must submit document **complete in all respects** and obtain token from Counter No. 1 in sub-registrar/tehsil offices. Tokens will be distributed from **8:00am till 12:00pm**. Party will be asked to sign at the back of token. The token will mention serial number of the applicant, date and time on which parties must be present before the sub-registrar for registration of document. Maximum number of documents that can be registered per day in a sub-registrar office is 200. This has been fixed keeping in mind infrastructural constraints and convenience to public.

Special counter has been opened at Suwidha Centre Amritsar to issue tokens to NRIs, senior citizens and handicapped persons. Token will be issued from 9:00am till 12:00pm. Twenty tokens per day will be reserved for above class of applicants and they can get documents registered from 9:00 am to 9:30 am on the date specified in the token issued to them. It is clarified that either buyer or seller has to be from above class of applicants and document has to be submitted at Suwidha centre itself **complete in all respects**.

It is also clarified that **three** copies of registries must be submitted at Counter No. 1. Incomplete documents will not be entertained.

- 2) Parties must be present at Counter No. 2 at the office of Sub-Registrar on date and time allotted to them. After presenting before the Sub-Registrar, they must go to Counter No. 3 for signing the documents. Delay between Counter No. 2 and Counter No. 3 is about one and a half hours. However, it is assured that token system will be followed and nobody will be accommodated out of turn.
- 3) After signatures, applicant must move to Counter No. 4 to deposit government fees.
- 4) Registry will be delivered at Counter No. 5 on the next working day after 2:00pm. This will avoid crowding at office of sub-registrar.

Applicants are requested to cooperate with district administration to make this a success.