

**Office of the Commissioner and Inspector General of  
Registration and Stamps, Telangana, Hyderabad.**

**Circular No. G3 /541/2020,**

**Dated: 15-12-2020**

**Sub:- Registration Act, 1908 – Ease of Registrations- prior slot- booking  
for Non-agricultural Registrations – instructions issued- Regarding.**

Ref:- Circular dated 14-12-2020.

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Registrations of Non-agricultural properties have commenced w.e.f 14.12.2020. In this regard, the following instructions shall be noted:

- i. Prior slot-booking shall be mandatory for entertaining registration of documents.
- ii. The prior slot-booking shall be made on the Departmental portal viz <https://registration.telangana.gov.in/>
- iii. At the time of slot-booking, the applicant shall fill in meta data giving details of the transferor, transferee and the property transacted.
- iv. Based on the property details entered, the market value of the property is auto-populated by the system at the time of slot-booking.
- v. Stamp duty, transfer duty, registration fee etc., payable for the transaction are auto-calculated by the system and shall be paid in full at the time of slot-booking.
- vi. The parties can use the templates of deeds available on the web portal or even prepare their own documents for the transactions. The department owns no responsibility regarding covenants of the document and **the parties may use the template as a model or they may opt for not using the template and bring their own documents.**

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- vii. There is a facility for autolocking prohibited properties at the time of slot-booking. However, Sub-Registrars are required to verify the properties presented for registration with reference to the list of prohibited properties and properties notified to u/s 22-A of Registration Act, 1908. Extant instructions in this regard will apply.
  - viii. The documents which are registered through slot-booking shall be registered, scanned and returned to the parties concerned on the same day of their presentation.
2. The Sub-Registrars are directed to ensure that the above guidelines are followed scrupulously. Any deviation in this regard will be viewed seriously.
  3. The District Registrars and Deputy Inspectors General are requested to ensure that these instructions are implemented without fail.

**Sd/- V. Sheshadri,**

Commissioner and Inspector General of  
Registration and Stamps, Telangana, Hyderabad.

To

All the Deputy Inspectors General (R&S) in the State.

All the Districts Registrars/District Registrar (MV&A) in the State.

All the Sub-Registrars/ MV&A /Chits in the State.

All the Officers/ Sections, O/o C&IG R&S, Telangana, Hyderabad.