महाराष्ट्र लोकसेवा हक्क अधिनियम, २०१५ अन्वये नोंदणी व मुद्रांक विभागातील अधिसूचित सेवांचे (Governance Process Re-engineering - GPR) अंतर्गत सुलभीकरण करण्याबाबत.

महाराष्ट्र शासन
महसूल विभाग
नोंदणी व मुद्रांक विभाग
शासन निर्णय क्रमांक : मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२
मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,
मंत्रालय, मुंबई -४०००३२.
दिनांक : १९ नोव्हेंबर, २०२६

वाचा -

१. महाराष्ट्र शासन राजपत्र, असाधारण भाग एक-पुणे गुरुवार, २३ जुलै २०१५.
२. महाराष्ट्र शासन, महसूल व वन विभाग शासन शुध्दीपत्रक क्रमांक : लोहसे-२०१५/४४७/प्र.क्र.१७३/म-१ दिनांक ४ जानेवारी, २०१६.
३. अवर सचिव, महाराष्ट्र शासन, यांचेकडील पत्र जा.क्रमांक-आस्थाप-२०१६/प्र.क्र.५४३/म-१ दिनांक २९ जानेवारी, २०१८.
४. नियोजन विभाग शासन निर्णय क्रमांक संकीर्ण-२०२६/प्र.क्र.४७/का.१४११, दि.०३.०८.२०२६.
५. महसूल व वन विभाग, शासन निर्णय क्रमांक : मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२ दालन क्र.एम-७ ए, पोटमाळा, मादाम कामा रोड, हुतात्मा राजगुरु चौक, मंत्रालय, मुंबई -४०० ०३२ दिनांक ११ ऑगस्ट, २०२६.

प्रस्तावना :-

मा. मुख्यमंत्री यांनी दिलेल्या निर्देशांनुसार राज्यामध्ये लोकाभिमुख सेवा अधिक पारदर्शक, सुलभ, कालबद्ध, नागरिकाभिमुख व पूर्णतः डिजिटल स्वरूपात उपलब्ध करून देण्यासाठी शासन प्रक्रिया पुनर्रचना (Governance Process Re-engineering-GPR) राबविण्याचा निर्णय घेण्यात आलेला आहे. त्याअनुषंगाने नियोजन विभागाच्या संदर्भ क्र.४ येथील शासन निर्णयान्वये सर्व प्रशासकीय विभागांनी त्यांच्या अधिसूचित सेवा व योजनांचे सुलभीकरण करून सेवा वितरण अधिक परिणामकारक करण्याचे निर्देश देण्यात आले आहेत.

महाराष्ट्र लोकसेवा हक्क अधिनियम, २०१५ अंतर्गत नोंदणी व मुद्रांक विभागासाठी संदर्भ क्र.१ ते ३ अन्वये एकूण १५ सेवा अधिसूचित करण्यात आलेल्या आहेत. शासनाच्या निर्देशानुसार अधिसूचित सेवांचे पुनर्विलोकन करून सेवा प्रक्रियेचे सुलभीकरण, सेवांचे Rationalisation, आवश्यक कागदपत्रांची संख्या कमी करणे, अर्जातील Data Entry Fields कमी करणे, सेवा मंजुरी प्रक्रियेतील टप्पे कमी करणे, सेवांचे डिजिटायझेशन करणे, API आधारित प्रणाली एकत्रीकरण करणे तसेच नागरिकांना सेवा अधिक कार्यक्षम व पारदर्शक पद्धतीने उपलब्ध करून देण्यासाठी विभागामार्फत सविस्तर अभ्यास करण्यात आला आहे.

मा. मुख्यमंत्री सचिवालयाकडून प्राप्त निर्देश व नियोजन विभागाच्या शासन निर्णयातील मार्गदर्शक तत्त्वे विचारात घेऊन विभागामार्फत सुधारित प्रस्ताव शासनास प्राप्त झालेला आहे. सदर प्रस्तावामध्ये समान स्वरूपाच्या सेवांचे एकत्रीकरण (Merging), अनावश्यक सेवांचे विलोपन (Denotify), सेवा प्रक्रियेचे सुलभीकरण, कालमर्यादा सुसंगत करणे, तांत्रिक प्रणालींचे एकत्रीकरण, तसेच नागरिकाभिमुख ऑनलाईन सेवा वितरण व्यवस्था विकसित करण्याचा प्रस्ताव समाविष्ट आहे.

सदर बाबी विचारात घेऊन नोंदणी व मुद्रांक विभागाच्या अधिसूचित सेवांमध्ये Governance Process Re-engineering (GPR) अंतर्गत सुधारणा करण्याची बाब शासनाच्या विचाराधीन होती. त्याअनुषंगाने दिनांक ०८.०६.२०२६, ३०.०६.२०२६, ०२.०७.२०२६, ०३.०७.२०२६ , २१.०७.२०२६, ११.०८.२०२६, २०.०८.२०२६, ०४.०९.२०२६, १८.०९.२०२६, ३०.०९.२०२६, २९.०९.२०२६, ०७.१०.२०२६ व दि.२१.१०.२०२६ रोजी आयोजित बैठकींमध्ये विभागाच्या अधिसूचित सेवांचे परीक्षण करण्यात आले.

त्यानुसार शासन पुढीलप्रमाणे निर्णय घेत आहे.

शासन निर्णय -

१) सेवांचे सुसूत्रीकरण (Service Rationalisation) (परिशिष्ट-अ प्रमाणे) -

नोंदणी व मुद्रांक विभागाच्या सेवा हमी कायदयाअंतर्गत अधिसूचित करण्यात आलेल्या सेवांचे सुसूत्रीकरण करुन अनावश्यक सेवा वगळणे (Elimination) तसेच प्रक्रियांचे सुलभीकरण करुन विभागाच्या संदर्भ क्र.१ ते ३ अन्वये अधिसूचित केलेल्या सेवांची संख्या १५ वरुन १० इतकी सुधारित करण्यात आलेली आहे. अधिसूचित सेवांचे सेवा सुलभीकरणानंतर नव्याने अधिसूचित १० सेवा परिशिष्ट अ मध्ये नमूद केल्याप्रमाणे लागू राहील.

सेवा प्रकार	**GPR पूर्वी सेवा संख्या**	**GPR नंतर सेवा संख्या**
फक्त शासन ते नागरिक (G२C)	१३	३
शासन ते नागरिक (G२C) व शासन ते व्यावसायिक (G२B)	०२	७
एकूण अधिसूचित सेवा	**१५**	**१०**

उक्त सेवांपैकी G२C या सेवा आपले सरकार पोर्टलद्वारे (https://aaplesarkar.maharashtra.gov.in) तर G२B या सेवा मैत्री पोर्टलद्वारे (https://maitri.maharashtra.gov.in) प्रदान करण्यात येणार आहेत. तसेच G२C व G२B या दोन्हीद्वारे उपलब्ध करुन देण्यात येणाऱ्या सेवा आपले सरकार पोर्टल व मैत्री पोर्टलद्वारे उपलब्ध करुन देण्यात येणार आहे.

२) सेवा मंजुरी प्रक्रियेतील टप्पे कमी करणे (Minimizing Desk) व तांत्रिक एकत्रीकरण (Service Delivery Process Simplification & System Integration) (परिशिष्ट क प्रमाणे) –

विभागाच्या परिशिष्ट-अ मध्ये नमूद केलेल्या सेवांना मंजुरी देताना प्रशासकीय कार्यवाही गतिमान होण्याच्या दृष्टीने मंजुरी प्रक्रियेतील डेस्कची संख्या व मंजुरीचे टप्पे कमी करून, परिशिष्ट-क मध्ये नमूद केल्याप्रमाणे सुधारित मंजुरीचे टप्पे व कार्ये (Approval Stages and Functions) लागू राहतील.

३) कागदपत्रांची संख्या कमी करणे (Minimizing Documents) (परिशिष्ट-ड प्रमाणे)-

नागरिकांना सेवा सुलभतेने उपलब्ध करून देण्यासाठी तसेच अर्ज प्रक्रियेमध्ये अनावश्यक कागदपत्रांची पुनरावृत्ती टाळण्यासाठी खालीलप्रमाणे कार्यवाही करण्यात यावी :-

१. नागरिकांना सेवा सुलभतेने उपलब्ध करुन देण्यासाठी शासनाच्या इतर प्रणालीमध्ये उपलब्ध असलेली अथवा विभागाकडे पूर्वीच उपलब्ध असलेली माहिती पुन्हा अर्जदाराकडून मागविण्यात येऊ नये.
२. शक्य तेथे प्रणालीदरम्यान माहितीची देवाणघेवाण (System Integration) करण्यात यावी.
३. अनावश्यक कागदपत्र मागविण्यात येऊ नये.
४. आवश्यक त्या ठिकाणी स्वयंघोषणापत्रास प्राधान्य देण्यात यावे.

वरील निर्देशांच्या अनुषंगाने, नोंदणी व मुद्रांक विभागाच्या सेवा हमी कायद्यांतर्गत अधिसूचित सेवांसाठी परिशिष्ट-ड मध्ये नमूद केल्याप्रमाणे आवश्यक कागदपत्रांची (Required Documents) संख्या लागू राहील.

४) प्रतिज्ञापत्रांचे सुसूत्रीकरण (Affidavit Rationalisation) (परिशिष्ट इ प्रमाणे) -

ज्या सेवांमध्ये कायद्याने प्रतिज्ञापत्र सादर करणे अनिवार्य नाही, अशा सेवांसाठी प्रतिज्ञापत्राऐवजी आवश्यकतेनुसार स्वयंघोषणापत्र (Self Declaration) स्वीकारण्यात यावे. तसेच विभागाच्या सेवा वितरण प्रक्रियेत नागरिकांवरील अनावश्यक अनुपालनाचा (Compliance) भार कमी करण्यासाठी आवश्यक ते प्रशासकीय आदेश नोंदणी महानिरीक्षक व मुद्रांक नियंत्रक, महाराष्ट्र राज्य, पुणे यांनी निर्गमित करावेत.

नोंदणी व मुद्रांक विभागाच्या सेवा हमी कायद्यांतर्गत अधिसूचित सेवांसाठी परिशिष्ट-इ मध्ये नमूद केल्याप्रमाणे आवश्यक तेथे प्रतिज्ञापत्र लागू राहील.

५) ऑनलाइन सेवा वितरण, शुल्क व सेवा कालमर्यादा (Online Service Delivery, Fees & Timelines) -

१. विभागामार्फत प्रस्तावित दहा अधिसूचित सेवांसाठी स्वतंत्र ऑनलाईन प्लॅटफॉर्म विकसित करण्यात आलेला असून सदर सेवा विभागाच्या प्रणालीमार्फत ऑनलाइन उपलब्ध करून देण्यासोबतच आपले सरकार पोर्टल व मैत्री पोर्टलवर देखील उपलब्ध असतील.

२. महाराष्ट्र लोकसेवा हक्क आयोगाच्या निर्देशानुसार अधिसूचित सेवांची सुधारित कालमर्यादा परिशिष्ट-ब मध्ये नमूद केल्याप्रमाणे लागू राहील.

६) मानक कार्यपद्धती (Standard Operating Procedure - SOP) -

नोंदणी व मुद्रांक विभागामार्फत शासन प्रक्रिया पुनर्रचना (Governance Process Re-engineering-GPR) अंतर्गत सुधारित करण्यात आलेल्या अधिसूचित सेवांच्या प्रभावी अंमलबजावणीसाठी नोंदणी महानिरीक्षक व मुद्रांक नियंत्रक, महाराष्ट्र राज्य, पुणे यांनी आवश्यक ती मानक कार्यपद्धती (Standard Operating Procedure-SOP), तांत्रिक सूचना, कार्यप्रवाह (Workflow), सेवा वितरणाची पद्धत, प्रणालीतील आवश्यक बदल तसेच प्रशासकीय मार्गदर्शक सूचना निर्गमित कराव्यात.

७) शुल्कासंदर्भातील कार्यवाही -

नोंदणी व मुद्रांक विभागाच्या अधिसूचित सेवांपैकी नोंदणीकृत दस्तांच्या प्रमाणित प्रती, ई-शोध, दस्त नोंदणीसाठी गृहभेट या सेवांसाठी आकारण्यात येणारे शुल्क महाराष्ट्र नोंदणी नियम, १९६१ अंतर्गत महसूल व वन विभाग, मंत्रालय, मुंबई यांचेकडील अधिसूचना क्र.No.Mudrank-२०२६/CR.No.२९३/Mudrank-२ दिनांक ११ ऑगस्ट, २०२६ प्रमाणे Table of Fees मधील नवीन शुल्काप्रमाणे देय राहील. तसेच निश्चीत केलेल्या नवीन शुल्कात आवश्यकतेनुसार यथावकाश बदल करणेत येतील.

इतर अधिसूचित सेवांचे शुल्क निश्चीतीबाबत आवश्यकतेनुसार महाराष्ट्र नोंदणी नियम, १९६१ मधील Table of Fees मध्ये आवश्यक ते बदल करण्याची कार्यवाही स्वतंत्रपणे करण्यात येईल.

८) महाराष्ट्र लोकसेवा हक्क अधिनियमांतर्गत कार्यवाही -

महाराष्ट्र लोकसेवा हक्क अधिनियम, २०१५ अंतर्गत अधिसूचित सेवांचे Rationalisation करून सुधारित १० अधिसूचित सेवांची अधिसूचना निर्गमित करण्यासाठी आवश्यक ती कार्यवाही करण्यात येईल. तसेच, विलोपित (Denotify) करण्यासाठी प्रस्तावित सेवांबाबत महाराष्ट्र लोकसेवा हक्क आयोगाकडे आवश्यक प्रस्ताव सादर करून पुढील कार्यवाही करण्यात येईल.

९) पूर्वीच्या आदेशांचे अधिक्रमण -

या विषयासंदर्भातील यापूर्वी निर्गमित करण्यात आलेले सर्व शासन निर्णय, शासन परिपत्रके, आदेश व मार्गदर्शक सूचना, या शासन निर्णयाशी विसंगत असतील त्या मर्यादेत अधिक्रमित करण्यात येत आहेत.

१०)अंमलबजावणी -

या शासन निर्णयाच्या अनुषंगाने शासन प्रक्रिया पुनर्रचना (GPR) अंतर्गत सुधारित अधिसूचित सेवांची अंमलबजावणी करण्यासाठी आवश्यक तांत्रिक, प्रशासकीय व प्रक्रियात्मक कार्यवाही मा. नोंदणी महानिरीक्षक व मुद्रांक नियंत्रक, महाराष्ट्र राज्य, पुणे यांनी तात्काळ पूर्ण करावी.

सदर शासन निर्णय संदर्भ क्र.४ येथे नमूद दि.०३.०८.२०२६ रोजीच्या शासन निर्णयान्वये गठित करण्यात आलेल्या शासकीय प्रक्रीया पुनर्रचना समितीने दि.०४.११.२०२६ रोजीच्या बैठकीत दिलेल्या मान्यतेस अनुसरुन निर्गमित करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२६१११९१३३१५४६२४८ असा आहे. हा शासन निर्णय डिजिटल स्वाक्षरीने साक्षांकित करून निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

SATYANARAYAN SHIVPRASAD BAJAJ

Digitally signed by SATYANARAYAN SHIVPRASAD BAJAJ
DN: c=IN, o=GOVERNMENT OF MAHARASHTRA, ou=REVENUE AND FOREST DEPARTMENT, 2.5.4.20=559498df564ab1121a356349085c1b8e3cc0f12569ba0f7f2090386d4dccb333, postalCode=400032, st=Maharashtra, serialNumber=F7145AF5949FB706E2DCB06C2B209B58FFA369F6E085E02041722C90F0528791, cn=SATYANARAYAN SHIVPRASAD BAJAJ
Date: 2026.11.19 13:33:04 +05'30'

(सत्यनारायण बजाज)
सह सचिव, महाराष्ट्र शासन

परिशिष्टे -

- **परिशिष्ट-अ** : सेवांचे सुसूत्रीकरण (Service Rationalisation)
- **परिशिष्ट-ब** : अधिसूचित सेवा सुलभीकरणाबाबत सारांश व कालमर्यादा.
- **परिशिष्ट क** - सेवा मंजुरी प्रक्रियेतील टप्पे कमी करणे (Minimizing Desk) व तांत्रिक एकत्रीकरण (Service Delivery Process Simplification & System Integration)
- **परिशिष्ट-ड** - कागदपत्रांची संख्या कमी करणे (Minimizing Documents)
- **परिशिष्ट इ** - प्रतिज्ञापत्रांचे सुसूत्रीकरण (Affidavit Rationalisation)

GPR Annexure

शासन निर्णय क्र. मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२ यासोबतचे परिशिष्ट अ

Service Rationalisation						
Pre GPR Service Type	**Sr. No.**	**Pre GPR RTS NO.**	**Name of service Pre GPR**	**Post GPR Service Type**	**Post GPR RTS NO.**	**Name/status of service Post GPR**
G2C only	1	2	Certified copy of Index of the document Registered through Computerized System	G2C & G2B (Both)	2	**Providing Certified Copy of Index II / Certified Copy of the Registered Document** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar office Type-2 - Application Received through "MAITRI Cell"
	2	3	Certified copy of the Document Registered through Computerized System	-	-	** Merged into Service "Pre GPR RTS No. 2"*
	3	4	Search	G2C & G2B (Both)	3	**Providing Search of Index II of Registered Documents** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar office Type-2 - Application Received through "MAITRI Cell"
	4	5	Filing of Notice of Intimation	G2C & G2B (Both)	4	**Filing Notice of Intimation of Equitable Mortgage.** Type-1 - Applications Received at Sub-Registrar office Type-2 - Application Received through "MAITRI Cell"
	5	6	Valuation Report for the Assessment of Stamp Duty	G2C & G2B (Both)	5	**Valuation Report for the Assessment of Stamp Duty** Type-1 - Applications Received at Sub-Registrar office Type-2 - Application Received through "MAITRI Cell"
	6	7	Visit outside office regarding Registration	G2C Only	6	**Home Visit for Document Registration**
	7	8	Authentication of Special Power of Attorney	-	-	** To Be Denotified and Removed*
	8	9	Certified Copy of Document / Index Registered in Joint District Registrar Office	-	-	** Merged into Service "Pre GPR RTS No. 2"*
	9	10	Refund of Registration Fee paid by e-Payment System, in case of Non-Registration of Document	G2C & G2B (Both)	9	**Refund of Registration Fee Paid by e-Payment System (Unregistered Document)** Type-1 - Applications Received at Joint District Registrar office

						Type-2 - Application Received through "MAITRI Cell"
	10	11	Deposit, Withdrawal and Opening of Sealed cover of Will	-	-	** To Be Denotified and Removed*
	11	12	Solemnization of Marriage under the Special Marriage Act, 1954	G2C Only	7	**Solemnization of Marriage under the Special Marriage Act, 1954** --- **Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.**
	12	13	Certified Copy of Marriage Certificate	G2C Only	8	**Providing Certified Copy of Marriage Certificate**
	13	14	Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.	G2C Only	-	** Merged into Service "Pre GPR RTS No. 12"*
G2C & G2B (Both)	14	1	Registration of Document Type-1 Directly Received Type-2 Application Received from "MAITRI Cell"	G2C & G2B (Both)	1	**Registration of Document** Type-1 - Received at Sub-Registrar office Type-2 – Application Received through "MAITRI Cell"
	15	15	Adjudication of Document Type-1 Directly received Application (Mumbai District and Mumbai Suburban District) Type-2 Application received directly (In Addition to Mumbai City and Suburban Districts) Type-3 Application received from "MAITRI Cell" (Mumbai District and Mumbai Suburban District) Type-4 Application received from "MAITRI Cell" (In Addition to Mumbai City and Suburban Districts)	G2C & G2B (Both)	10	**Adjudication of Document** Type-1 - Application received at Collector of Stamps Office Type-2 - Application received through "MAITRI Cell"

शासन निर्णय क्र. मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२ यासोबतचे परिशिष्ट ब

Only G2C Services - GPR Summary									
Sr. No.	**Name of RTS Service**	**No. of Fields**		**No. of Documents**		**No. of Desks**		**RTS Timeline (Days)**	
		Pre GPR	**Post GPR**	**Pre GPR**	**Post GPR**	**Pre GPR**	**Post GPR**	**Pre GPR**	**Post GPR**
1	Home Visit for Document Registration	0 *	10	3	3	1	1	3 Days	3 Days (To make decision regarding visit)
2	Solemnization of Marriage under the Special Marriage Act, 1954 —---------- Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.	55 / 66	31 / 41	4 / 4	4 / 4	1	2	1 Day	1 Day as per pre-scheduled time
3	Providing Certified Copy of Marriage Certificate	10	4	0	0	1	1	15 Days	3 Days

* Note – For service of Home Visit for Document Registration - Pre GPR, there was Physical Form Submission and no online system was available; therefore, 0 Fields.

G2C & G2B (Both) Services - GPR Summary									
Sr. No.	**Name of RTS Service**	**No. of Fields**		**No. of Documents**		**No. of Desks**		**RTS Timeline (Days)**	
		Pre GPR	**Post GPR**	**Pre GPR**	**Post GPR**	**Pre GPR**	**Post GPR**	**Pre GPR**	**Post GPR**
1	**Registration of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"	101	47	As per requirement (1 to 5/6)	As per requirement (1 to 5/6)	3	3	1 Day	1 Day
2	**Providing Certified Copy of Index II / Certified Copy of the Registered Document** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	10	6	0	0	1	1	3/5/15 Days Note: Three services merged into a single service	3 Days

3	**Providing Search of Index II of Registered Documents** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	6	6	0	0	0	0	1 Day	1 Day
4	**Filing Notice of Intimation of Equitable Mortgage** Type-1 - Applications received at Sub-Registrar Office Type-2 - Application Received through "MAITRI Cell"	98	41	4	4	1	1	1 Day	3 Day
5	**Valuation Report for the Assessment of Stamp Duty** Type-1 - Applications Received at Sub-Registrar Office Type-2 - Application Received through "MAITRI Cell"	45	20	0	0	0	1	3 Days	3 Days
6	**Refund of Registration Fee Paid by e-Payment System (Unregistered Document)** Type-1 - Applications Received at Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	34	26	14	5 or 6	4	3	22 Days	22 Days
7	**Adjudication of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"	66	38	5	5	3	3	45 Days	30 Days (excluding the period taken by the Party for Compliance if any)

*Note - The number of fields and required documents may change over time, depending on system enhancements and development needs.

शासन निर्णय क्र. मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२ या सोबतचे परिशिष्ट क

Only G2C Services - Approval Stages and Functions									
Sr. No.	**Services Names**	**RTS Time line**	**Number of Desk**	**Desk 1**	**Function of Desk 1**	**Desk 2**	**Function of Desk 2**	**Desk 3**	**Function of Desk 3**
1	Home Visit for Document Registration	3 Days ((To make decision regarding visit)	1	Sub Registrar	Scrutiny of Application and Confirmation of Visit	NA	NA	NA	NA
2	Solemnization of Marriage under the Special Marriage Act, 1954 —---------- Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.	1 Day as per scheduled time	2	Jr. / Sr. Clerk	Scrutiny of Application	Marriage Officer	Solemnization / Registration of Marriage and Issuance of Marriage Certificate	NA	NA
3	Providing Certified Copy of Marriage Certificate	3 Days	1	Marriage Officer	Providing Certified Copy	NA	NA	NA	NA

G2C & G2B (Both) Services - Approval Stages and Functions									
Sr. No.	**Services Names**	**RTS Time line**	**Number of Desk**	**Desk 1**	**Function of Desk 1**	**Desk 2**	**Function of Desk 2**	**Desk 3**	**Function of Desk 3**
1	**Registration of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"	1 Day	3	Jr./Sr. Clerk	Data Entry Verification and Scrutiny	Sub Registrar	Enquiry Admission, Identification and Registration	Data Entry Operator	Scanning of Registered Document (if applicable)
2	**Providing Certified Copy of Index II / Certified Copy of the Registered Document** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	3 Days	1	Sub Registrar	Providing Certified Copies	NA	NA	NA	NA

3	**Providing Search of Index II of Registered Documents** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	1 Day	0	NA	NA	NA	NA	NA	NA
4	**Filing Notice of Intimation of Equitable Mortgage** Type-1 - Applications Received at Sub-Registrar's Office Type-2 - Application Received through "MAITRI Cell"	3 Day	1	Sub Registrar	Filing of Notices	NA	NA	NA	NA
5	**Valuation Report for the Assessment of Stamp Duty** Type-1 - Applications Received at Sub-Registrar office Type-2 - Application Received through "MAITRI Cell"	3 Days	1	Sub Registrar	Valuation Report	NA	NA	NA	NA
6	**Refund of Registration Fee Paid by e-Payment System (Unregistered Document)** Type-1 - Applications Received at Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	22 Days	3	Jr. / Sr. Clerk	Scrutiny & Processing of the application	Drawing and Disbursing Officer (DDO)	Receipt Verification and Preparation of Treasury Bill.	Joint District Registrar Class 1 (JDR)	Accord Sanction
7	**Adjudication of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"	30 Days (excluding the period taken by the Party for Compliance if any)	3	Assistant Town Planner	Application Scrutiny and Preparation of Valuation	Valuation Sub-Registrar / Administrative Officer	Assessment of Valuation and Stamp Duty	Collector of Stamps	Determination of Stamp Duty And Certification.

शासन निर्णय क्र. मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२ या सोबतचे परिशिष्ट ड

Only G2C Services - List of Documents				
Sr. No.	**Name of the Service**	**Sub Service**	**Documents required for the Service Pre GPR**	**Documents required for the Service Post GPR**
1	Home Visit for Document Registration		**Proof of Identity (Any One)** 1) Aadhaar Card 2) PAN Card 3) Passport 4) Voter ID Card 5) Driving License 6) Government or Semi-Government ID Card **Proof of Address (Any one)** 1) Passport 2) Leave and License Agreement 3) Driving License 4) Electricity Bill 6) Property Tax Receipt 7) Telephone Bill / Water Bill Receipt 8) Voter ID Card **Supporting Document for Visit Request** Medical Certificate or any other Supporting Document	**Proof of Identity (Any One)** 1) Aadhaar Card 2) PAN Card 3) Passport 4) Voter ID Card 5) Driving License 6) Government or Semi-Government ID Card **Proof of Address (Any one)** 1) Passport 2) Leave and License Agreement 3) Driving License 4) Electricity Bill 6) Property Tax Receipt 7) Telephone Bill / Water Bill Receipt 8) Voter ID Card **Supporting Document for Visit Request** Medical Certificate or any other Supporting Document
2	Solemnization of Marriage under the Special Marriage Act, 1954 Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.	Solemnization of Marriage and Registration of Marriage	**1. Proof of Age - For Bride & Groom (Any One)** 1) Civil Surgeon Medical Certificate 2) Birth Certificate 3) Passport 4) SSC OR HSC Exam Board Certificate 5) School OR College Leaving Certificate 6) Age Certificate issued by Competent Government Authority **2. Proof of Residence (Any one)** 1) Passport 2) Leave and License Agreement 3) Driving License 4) Electricity Bill 6) Property Tax Receipt 7) Telephone Bill / Water Bill Receipt 8) Voter ID Card **3. Photo of Signature of Bride & Groom** **4. If Applicable to the Party** 1) Court Decree of Divorce 2) Death Certificate of Spouse	**1. Proof of Age - For Bride & Groom (Any One)** 1) Civil Surgeon Medical Certificate 2) Birth Certificate 3) Passport 4) SSC OR HSC Exam Board Certificate 5) School OR College Leaving Certificate 6) Age Certificate issued by Competent Government Authority **2. Proof of Residence (Any one)** 1) Passport 2) Leave and License Agreement 3) Driving License 4) Electricity Bill 6) Property Tax Receipt 7) Telephone Bill / Water Bill Receipt 8) Voter ID Card **3. e-Signature or Digital Signature of Bride & Groom** **4. If Applicable to the Party** 1) Court Decree of Divorce 2) Death Certificate of Spouse

3	Providing Certified Copy of Marriage Certificate		NA	NA

*Note - The number of fields and required documents may change over time, depending on system enhancements and development needs.

G2C & G2B (Both) Services - List of Documents				
Sr. No.	**Name of the Service**	**Sub Service**	**Documents required for the Service Pre GPR**	**Documents required for the Service Post GPR**
1	**Registration of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"		**1. Original Document** **2. Proof of Identity (Any One)** a. Aadhaar Card b. PAN Card c. Passport d. Voter ID Card e. Driving License f. Government or Semi-Government ID Card **3. Proof of Payment** a. Stamp Duty b. Registration Fee c. Document Handling Charges 4. **If Applicable** a) 7/12 b) Property Card c) Zone Certificate d) Occupancy Certificate/ Completion Certificate e) Property Tax Assessment Bill f) Electricity Bill g) MAHARERA Certificate h) For Stamp Duty/ Registration Fee Exemption – Documents required as per applicable notification 5. PAN Card (If Applicable) 6. Any other permissions/NOC etc. depending on Type of Property/ Type of Document	**1. Original Document** **2. Proof of Identity (Any One)** a. Aadhaar Card b. PAN Card c. Passport d. Voter ID Card e. Driving License f. Government or Semi-Government ID Card **3. Proof of Payment** a. Stamp Duty b. Registration Fee c. Document Handling Charges d. Premium Service Charges for payment **4. If Applicable** a) 7/12 b) Property Card c) Zone Certificate d) Occupancy Certificate/ Completion Certificate e) Property Tax Assessment Bill f) Electricity Bill g) MAHARERA Certificate h) For Stamp Duty/ Registration Fee Exemption – Documents required as per applicable notification i)Commencement Certificate j)Mojani K-prat 5. PAN Card (If Applicable) 6. Any other permissions/NOC etc. depending on Type of Property/ Type of Document
2	**Providing Certified Copy of Index II / Certified Copy of the Registered Document** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	Certified Copy of Index II	NA	NA
		Certified Copy of Document	NA	NA
		Certified Copy of Index II & Document (Both)	NA	NA
3	**Providing Search of Index II of Registered Documents** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office		NA	NA

	Type-2 - Application Received through "MAITRI Cell"			
4	**Filing Notice of Intimation of Equitable Mortgage** Type-1 - Applications Received at Sub-Registrar Office Type-2 - Application Received from "MAITRI Cell"		1. Notice of Intimation in prescribed format duly signed by the Mortgagor and approved by the Mortgagee Bank. 2. **Proof of Payment** a) Stamp Duty b) Filing Fee c) Document handling Charges **3. Proof of Identity (Any One)** a) Aadhaar Card b) PAN Card c) Passport d) Voter ID Card e) Driving License f) Government or Semi-Government ID Card **4.** For Stamp Duty Exemption – Documents required as per applicable notification**.**	1. Notice of Intimation in prescribed format duly signed by the Mortgagor and approved by the Mortgagee Bank. 2. **Proof of Payment** a) Stamp Duty b) Filing Fee c) Document handling Charges **3. Proof of Identity (Any One)** a. Aadhaar Card b. PAN Card c. Passport d. Voter ID Card e. Driving License f. Government or Semi-Government ID Card **4.** For Stamp Duty Exemption – Documents required as per applicable notification**.**
5	**Valuation Report for the Assessment of Stamp Duty** Type-1 - Applications Received at Sub-Registrar Office Type-2 - Application Received through "MAITRI Cell"		NA	NA
6	**Refund of Registration Fee Paid by e-Payment System (Unregistered Document)** Type-1 - Applications Received at Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"		**Physical Submission of Documents** 1) Application in Prescribed Format (Filled Manually) 2) Print of Online Application 3) Self-attested copy of Aadhaar or PAN Card 4) Notarized Affidavit 5) Statement (Physical) 6) Form B 7) Signed copy for MTR 43 8) Copy of e-Challan (If Registration Fee has been paid by e-Challan) 9) e-SBTR (If Registration Fee has been paid by e-SBTR) 10) Document Draft 11) Affidavit (System Generated) 12) Statement (System Generated) 13) Bank Passbook or Cancelled Cheque 14) Enclosure-A (With Seal & Sign of Bank)	**Upload** **1. Proof of Identity (Any One)** 1) Aadhaar Card 2) PAN Card 3) Passport 4) Voter ID Card 5) Driving License 6) Government or Semi-Government ID Card **Bank Details (Any One)** 1) Copy of Bank Passbook 2) Cancelled Cheque **Case Based Requirement of Documents (Any one or two)** 1. NOC *(Required only if Challan has More than one Name, NOC from Other than Applicant to Apply for Refund is Required)*

			In case of Company/Organization 1) Authority Letter or Power of Attorney	2. Death Certificate and Proof of Legal Heir *(Required only if Challan Purchaser is demised and Legal Heir is Applying for Refund)* 3. Power of Attorney (POA) *(Required only if Applicant is applying for Refund as PoA)* 4. Company's Authorization Letter *(Required only if Applicant is applying for Refund on behalf of any Company or Organization)* ---------- **Physical Submission** 1) Signed Copy of Online Application Form (System Generated) 2) Signed copy of MTR 43 (System Generated) (**Note – Physical submission of the above document will be waived once the integration with the Treasury Department is completed.*)
7	**Adjudication of Document** Type-1 - Directly Received to Collector of Stamps Type-2 - Application Received through "MAITRI Cell"		1) Application 2) Adjudication Fee Payment Proof 3) Draft Document (Mandatory) 4) Documentary Evidence in support of claim about valuation and Stamp Duty 5) Proof of payment of Stamp Duty (If Applicable)	1) Application 2) Adjudication Fee Payment Proof 3) Draft Document (Mandatory) 4) Documentary Evidence in support of claim about valuation and Stamp Duty 5) Proof of payment of Stamp Duty (If Applicable)

*Note - The number of fields and required documents may change over time, depending on system enhancements and development needs.

Only G2C Services (Number of Documents)				
Sr. No.	**Name of the Service**	**Sub Service**	**Documents required of the Service Pre GPR**	**Documents required of the Service Post GPR**
1	Home Visit for Document Registration		3	3
2	Solemnization of Marriage under the Special Marriage Act, 1954 ---------- Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.	Solemnization of Marriage	4	4
		Registration of Marriage	4	4
3	Providing Certified Copy of Marriage Certificate		0	0

*Note - The number of fields and required documents may change over time, depending on system enhancements and development needs.

G2C & G2B (Both) Services (Number of Documents)				
Sr. No.	**Name of the Service**	**Sub Service**	**Documents required of the Service Pre GPR**	**Documents required of the Service Post GPR**
1	**Registration of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"		As per requirement (1 to 5/6)	As per requirement (1 to 5/6)
2	**Providing Certified Copy of Index II / Certified Copy of the Registered Document** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"	Certified Copy of Index II	0	0
		Certified Copy of Document	0	0
		Certified Copy of Index II & Document (Both)	0	0
3	**Providing Search of Index II of Registered Documents** Type-1 - Applications Received at Sub-Registrar / Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"		0	0
4	**Filing Notice of Intimation of Equitable Mortgage** Type-1 - Applications Received at Sub-Registrar Office Type-2 - Application Received through "MAITRI Cell"		4	4
5	**Valuation Report for the Assessment of Stamp Duty** Type-1 - Applications Received at Sub-Registrar Office Type-2 - Application Received through "MAITRI Cell"		0	0
9	**Refund of Registration Fee Paid by e-Payment System (Unregistered Document)** Type-1 - Applications Received at Joint District Registrar Office Type-2 - Application Received through "MAITRI Cell"		14	5 or 6
10	**Adjudication of Document** Type-1 - Directly Received Type-2 - Application Received through "MAITRI Cell"		5	5

*Note - The number of fields and required documents may change over time, depending on system enhancements and development needs.

शासन निर्णय क्र. मुद्रांक-२०२६/प्र.क्र.२१०/मुद्रांक-२ या सोबतचे परिशिष्ट - इ

सेवा संदर्भातील स्वघोषणापत्र/ Self Declaration for services

I/We hereby declare that the information and documents submitted by me/us in connection with the application for the service concerned are true, correct, and complete to the best of my/our knowledge and belief.

I/We further undertake to comply with the applicable Acts, rules, regulations, and other relevant legal provisions governing the respective services, as specified below:

- Registration Act, 1908, the Maharashtra Stamp Act, and other relevant laws, rules, and regulations, for the Services named Registration of Document, **Filing Notice of Intimation of Equitable Mortgage.**
- Registration Act, 1908, and other relevant laws, rules, and regulations, for the Service named **Home Visit for Document Registration.**
- Solemnization of Marriage under the Special Marriage Act, 1954 and Registration of marriage under Special Marriage Act, 1954 and other relevant laws, rules, and regulations, wherever applicable for Services named **Solemnization of Marriage under the Special Marriage Act, 1954 and Registration of marriage under Special Marriage Act, 1954 solemnized in other forms.**
- Maharashtra Stamp Act, and other relevant laws, rules, and regulations, wherever for the Service named **Adjudication of Document.**

(Note - The applicable application form and corresponding Act shall be displayed on the website based on the service selection)

I/We understand that any false declaration, misrepresentation, or submission of incorrect information/forged documents shall result in immediate rejection of my/our application and/or cancellation of any service granted, and shall make me/us liable for penal and legal action under the **Bharatiya Nyaya Sanhita, 2023** (or the erstwhile Indian Penal Code, 1860, as applicable) and any other relevant laws in force.

मी/आम्ही याद्वारे घोषित करतो/करते की, संबंधित सेवेच्या अर्जासोबत माझ्याकडून/आमच्याकडून सादर केलेली सर्व माहिती आणि कागदपत्रे ही माझ्या/आमच्या माहितीनुसार आणि विश्वासानुसार सत्य, अचूक आणि परिपूर्ण आहेत.

मी/आम्ही संबंधित सेवांना लागू असलेल्या अधिनियम, नियम, विनियम आणि इतर संबंधित कायदेशीर तरतुदींचे पालन करण्याचे पुढीलप्रमाणे मान्य करतो/करतेः

दस्त नोंदणी करणे (**Registration of Document**), नोटीस ऑफ इंटिमेशन फाईल-इक्वीटेबल मॉर्गेज (**Filing Notice of Intimation of Equitable Mortgage**) या सेवांसाठी नोंदणी अधिनियम, १९०८, महाराष्ट्र मुद्रांक अधिनियम तसेच लागू असलेल्या इतर संबंधित कायदे, नियम व विनियमांचे पालन करीन/करू.

दस्त नोंदणीसंदर्भात गृहभेट देणे (**Home Visit for Document Registration**) या सेवेसाठी नोंदणी अधिनियम, १९०८ तसेच लागू असलेल्या इतर संबंधित कायदे, नियम व विनियमांचे पालन करीन/करू.

इतर पध्दतीने अगोदरच झालेल्या विवाहाची विशेष विवाह कायदा, 1954 अंतर्गत नोंदणी करणे (**Registration of marriage under Special Marriage Act**, 1954 **solemnized in other forms**), विशेष विवाह कायदा,1954 अन्वये विवाह संपन्न करणे (**Solemnization of Marriage under the Special Marriage Act**, 1954) सेवांसाठी विशेष विवाह अधिनियम, १९५४ तसेच लागू असलेल्या इतर संबंधित कायदे, नियम व विनियमांचे पालन करीन/करू.

दस्तांचा अभिनिर्णय करणे (**Adjudication of Document**) या सेवेसाठी महाराष्ट्र मुद्रांक अधिनियम तसेच लागू असलेल्या इतर संबंधित कायदे, नियम व विनियमांचे पालन करीन/करू.

(टीप - पक्षकाराने केलेल्या निवडीनुसार, संबंधित अर्ज आणि त्यास लागू असलेला अधिनियम संकेतस्थळावर प्रदर्शित केला जाईल.)

मला/आम्हाला पूर्ण जाणीव आहे की, कोणतीही खोटी माहिती देणे, चुकीचे प्रतिपादन करणे किंवा बनावट कागदपत्रे सादर करणे आढळल्यास माझा/आमचा अर्ज त्वरित रद्द केला जाईल किंवा प्रदान केलेली सेवा निष्कासित केली जाईल; तसेच **भारतीय न्याय संहिता**, **२०२३** (**Bharatiya Nyaya Sanhita**, 2023) (किंवा लागू असल्यास पूर्वीचा भारतीय दंड संहिता, १८६०) आणि लागू असलेल्या इतर कायद्यांनुसार मी/आम्ही कायदेशीर व फौजदारी शिक्षेस पात्र ठरू.

All the information furnished above is true to the best of my/our knowledge.

सादर केलेली संपूर्ण माहिती माझ्या/आमच्या माहितीप्रमाणे खरी आहे.

I Agree.

मी सहमत आहे.

Digital Checkbox Aadhar OTP Based signature

The above self-declaration is applicable to the following services provided by the Department of Registration and Stamps, Maharashtra:

1. **Registration of Document.**
2. **Filing Notice of Intimation of Equitable Mortgage**
3. **Home Visit for Registration of Documents**
4. **Solemnization of Marriage under the Special Marriage Act, 1954 and Registration of marriage under Special Marriage Act, 1954 solemnized in other forms**
5. **Adjudication of Document**