

Services under Right to Public Services Act, 2011
For Registration Department

SL	Name of Service	Designated Public Servant	Time Limit for Service	Appellate Authority	Time Limit for Appellate	Reviewing Authority	Time Limit for Reviewing
1	Non-Encumbrance Certificate	District Sub-Registrar/ Sub Registrar	From Computerized records – 3 working days Search in bound volumes (up to 3 years) – 7 working days Search in bound volumes (more than 3 years) – 14 working days	Inspector of Registration Office (IRO)	15 working days	Inspector General, Registration	21 working days
2	Delivery of Registered Documents	District Sub-Registrar/ Sub Registrar	5 working days	Inspector of Registration Office (IRO)	15 working days	Inspector General, Registration	21 working days
3	Registration/ Disposal of documents presented	District Sub-Registrar/ Sub Registrar	Same day of presentation of documents	Inspector of Registration Office (IRO)	15 working days	Inspector General, Registration	21 working days
4	Search & Copy Work	District Sub-Registrar/ Sub Registrar	7 working days	Inspector of Registration Office (IRO)	15 working days	Inspector General, Registration	21 working days

Services under Right to Public Services Act, 2011
For Registration Dept. at Headquarters

SL	Name of Service	Designated Public Servant	Time Limit for Service	Appellate Authority	Time Limit for Appellate	Reviewing Authority	Time Limit for Reviewing
1	Search & Copy work related to Societies/ Firm	Officer-In-Charge	21 working days	Inspector General, Registration	15 working days	Secretary, Registration	21 working days
2	Registration of Societies/ Firm	Officer-In-Charge	15 working days	Inspector General, Registration	15 working days	Secretary, Registration	21 working days

Checklist for Services under Right to Public Services Act, 2011

- **Non-Encumbrance Certificate**

1. Letter from the Lender (Institution/Bank) requiring Non-Encumbrance Certificate stating the details of Land/Property including Mauja, Khata & Khesra Number.
2. Duly Filled up Form 2, Appendix–E of BRR.

- **Delivery of Registered Documents**

1. Acknowledgment receipt (issued under Section 52, Clause (b) of Registration Act) to be produced by the Presentant or his duly authorized representative.

- **Registration/Disposal of documents presented**

In case of Partition

1. Deed (*original*).
2. Challan (*citizen copy*) — Form 1 Appendix A of BRR (*Annexure 1a*).
3. Form 4 u/s 4(1) of Bihar Stamp Rules, 1995 (*Annexure 1b*).
4. Photocopy of Identity Proof of one of the identifier u/s 12 of BRR.

In case of Settlement

1. Deed (*original*).
2. Challan (*citizen copy*) — Form 1 Appendix A of BRR (*Annexure 1a*).
3. Declaration u/s 16 of the BLR (FCA & ASL) Act, 1961 (*in case of leases also*).
4. Photocopy of Identity Proof of one of the identifier u/s 12 of BRR.

In case of Mortgage (U mortgage), Lease

1. Deed (*original*).
2. Challan (*citizen copy*) — Form 1 Appendix A of BRR (*Annexure 1a*).
3. Declaration u/s 16 of the BLR (FCA & ASL) Act, 1961 (*in case of leases also*).
4. Photocopy of Identity Proof of one of the identifier u/s 12 of BRR.

In case of Sale, Gift or Exchange

1. Deed (*original*).
2. Challan (*citizen copy*) — Form 1 Appendix A of BRR (*Annexure 1a*).
3. Map of the Plot.
4. Form 4 u/s 4(1) of Bihar Stamp Rules, 1995 (*Annexure 1b*).
5. Form 13 u/s 15 of Bihar Tenancy Act, 1885 (*Annexure 1c*).
6. Declaration u/s 16 of the BLR (FCA & ASL) Act, 1961 (*in case of leases also*).

In Case of All Other Types of Deeds

1. Deed (*original*).
2. Challan (*citizen copy*) — Form 1 Appendix A of BRR (*Annexure 1a*).
3. Photocopy of Identity Proof of one of the identifier u/s 12 of BRR.

- **Search & Copy Work**

1. Filled-up Form 2, Appendix–E of BRR.

Checklist for Services under Right to Public Services Act, 2011 at Headquarter

- Search & Copy work related to Societies/Firm

1. Application with details like Name of Registered Firm/Society, Registration No., Registered Address and Date.
2. Proof of payment of requisite fees.

- Registration of Societies

1. Duly filled Application Form.
2. 3 copies of Memorandum of Association containing details such as (a) Name of the Society, (b) Objects of the Society and (c) Names, address, occupations of the governors/council directors/committee/other governing body.
3. A copy of Rules & Regulations of the Society, certified to be a true copy duly attested by at least three members of the governing body as provided in Section 2.
4. A copy of the report of the proceeding of the General Meeting in which the resolution for registration of the society was passed, certified by two members of the governing body.
5. Proof of payment of requisite fees.
6. Self-signed photo of the members of the governing body and photo of the office of the society (with location).
7. Proof of identification of President, Treasurer and Secretary of Society, address proof of the office.
8. Self-addressed stamped envelope (A4-size, for registered post).

- Registration of Firms

1. Duly filled Application to IGR for Registration of the Firm.
2. Filled-up Form 1 (*under Rule 3*).
3. Proof of payment of requisite fees.
4. Attested Copy of the Registered Partnership Deed.