

USER MANUAL: Online Appointment System

Step by Step Guide for users for booking appointment for registering the deed

Step 1: Opening Website

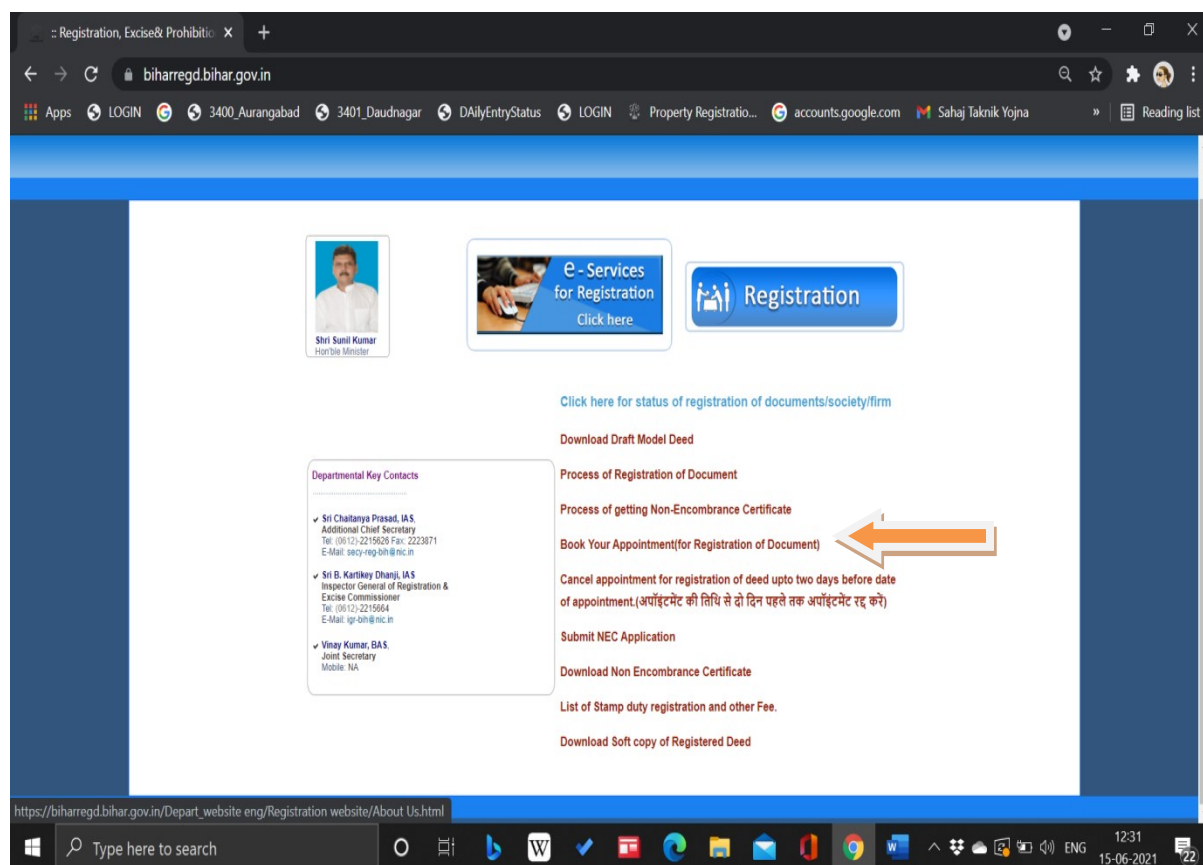
a) Open Internet Browser

b) Go to Address bar and type the URL: - <https://biharregd.bihar.gov.in/>

c) Following site would be opened:

Step 2:

Then click on: Book Your Appointment(For Registration of Document)



Step 3: a. If new user - Click on “New Registration” button

or

b. Existing User will click on “log In” button

The screenshot shows a web browser window with the URL biharregd.bihar.gov.in/WelcomeUser. The page features a blue header with the text "e-FILING FOR REGISTRATION" on the left, the Bihar Government logo in the center, and "महल निषेध, उत्पाद एवं निर्बंधन, बिहार सरकार" and "Prohibition, Excise & Registration Dept., Govt. Of Bihar" on the right. Below the header, there is a central white box titled "Existing User" containing three input fields: "Email ID/Mobile No. :", "Password :", and "Enter the Code :". Below these fields is a CAPTCHA image showing the letters "dfa". At the bottom of the white box are two buttons: "LOG IN" and "New Registration". An orange box labeled "Option 'b'" has an arrow pointing to the "LOG IN" button. A white box labeled "Option 'a'" has an arrow pointing to the "New Registration" button. The footer of the page includes "copyright © 2015 Registration, Excise & Prohibition Department" and "Powered by InfoSystem & Solutions". The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with system information like "31°C Light rain" and the date "06-10-2021".

“

Step 4: After registering yourself, you will eligible to book your appointment.

Enter your credential below on login page and Click on “Log In”

The screenshot shows a web browser window with the URL biharregd.bihar.gov.in/WelcomeUser. The page features a blue header with the text "e-FILING FOR REGISTRATION" on the left, the Bihar Government logo in the center, and the text "मद्य निषेध, उत्पाद एवं निबंधन, बिहार सरकार" and "Prohibition, Excise & Registration Dept., Govt. Of Bihar" on the right. Below the header, there is a central login form titled "Existing User". The form contains three input fields: "Email ID/Mobile No." with the value "ashusw123@gmail.com", "Password" with masked characters "*****", and "Enter the Code" with the value "e13". Below these fields is a CAPTCHA image showing the text "e13". At the bottom of the form are two buttons: "LOG IN" and "New Registration". The footer of the page includes the copyright notice "copyright © 2015 Registration, Excise & Prohibition Department" and "Powered by InfoSystem & Solutions". The Windows taskbar at the bottom shows the search bar, task view, and several application icons, along with the system clock displaying "16:17 22-10-2021".

SCORE e-Payment x +

biharregd.bihar.gov.in/WelcomeUser

Apps | Inbox (197) - vinaya... | Inbox (4,743) - ashu... | Attendance for the... | Transactions | IgrDashboard | Zoom | PMEGP PROFILES | Reading list

e-FILING
FOR REGISTRATION

मद्य निषेध, उत्पाद एवं निबंधन, बिहार सरकार
Prohibition, Excise & Registration Dept., Govt. Of Bihar

PORTAL FOR **e** SERVICES

Existing User

Email ID/Mobile No. :

Password :

Enter the Code :

LOG IN **New Registration**

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Type here to search

28°C Haze 16:17 22-10-2021

Step 5: By click on login button, user will direct to “Online Appointment System” page

The screenshot shows the 'Online Appointment System' page of the Bihar Registration Department. The page has a blue header with the 'e-FILING FOR REGISTRATION' logo and the state emblem. Below the header, there are navigation links: 'Book Appointment', 'Check Status and Print Appointment', and 'LogOut'. The main content area is titled 'Online Appointment System' and contains an 'Important Note' box with instructions. Below the note, there are several input fields and dropdown menus for booking an appointment. Annotations in orange boxes point to specific fields: 'Select Office name' points to the 'Registry Office' dropdown (set to 'Amour'); 'Choose Document Type' points to the 'Type of Document' dropdown (set to 'Sale / Conveyance-23'); 'Select Payment Mode:' points to the 'Mode of the Payment' dropdown (set to 'GRN'); 'Select Appointment Date' points to the 'Select Appointment Date' field (set to '23-10-2021'); 'Enter the present name' points to the 'Name of the Present' field; 'Select Circle' points to the 'Name of the Circle where property is situated' field; 'Enter GRN/ e-Stamp no.' points to the 'GRN/e-Stamp No' field; and 'Select Instrument:' points to the 'Local Body' dropdown (set to '-- Select Inst --'). A note at the bottom of the form says '*Click on any green slot to book an appointment & Print appointment after slot booking.'

Important Note:-

- Please do not book appointment if district is in red zone (Hot Spot Area)
- If appointment is not confirmed, then do not go to registration office. Wear face cover/face mask compulsorily.
- Each party will have to wash his/her hand with soap before putting finger on biometric device.
- No person will stand at a distance of less than one meter from other.
- No request will be considered for registration of document without appointment.
- If e-stamp paper of e-stamp number printed on appointment slip is not attached in the document, then appointment will be considered invalid.

Form Fields and Annotations:

- Select Office name:** Registry Office: Amour
- Choose Document Type:** Type of Document: Sale / Conveyance-23
- Select Payment Mode:** Mode of the Payment: GRN
- Select Appointment Date:** Select Appointment Date: 23-10-2021
- Enter the present name:** Name of the Present: [Field]
- Select Circle:** Name of the Circle where property is situated: [Field]
- Enter GRN/ e-Stamp no.:** GRN/e-Stamp No: [Field]
- Select Instrument:** Local Body: -- Select Inst --

*Click on any green slot to book an appointment & Print appointment after slot booking.

Step 6:

a. Click on any green slot to book an appointment

The screenshot shows a web browser window with the URL biharregd.bihar.gov.in/Visitor_Appointment. The page displays a table for setting appointments. The table has columns for dates from 23/10/2021 to 30/10/2021 and rows for time slots from 10:44 AM to 13:44 PM. Slots for 23/10/2021 are marked 'BOOKED' in red. Slots for 25/10/2021 and 26/10/2021 are also marked 'BOOKED' in red. All other slots are green, indicating they are available for booking. A scroll bar is visible on the right side of the table.

| Time Span | 23/10/2021 | 25/10/2021 | 26/10/2021 | 27/10/2021 | 28/10/2021 | 29/10/2021 | 30/10/2021 |
|-----------|------------|------------|------------|------------|------------|------------|------------|
| 10:44 AM | BOOKED | BOOKED | BOOKED | | | | |
| 10:59 AM | BOOKED | BOOKED | | | | | |
| 11:14 AM | BOOKED | | | | | | |
| 11:29 AM | BOOKED | | | | | | |
| 11:44 AM | BOOKED | | | | | | |
| 11:59 AM | BOOKED | | | | | | |
| 12:14 PM | BOOKED | | | | | | |
| 12:29 PM | BOOKED | | | | | | |
| 12:44 PM | BOOKED | | | | | | |
| 12:59 PM | BOOKED | | | | | | |
| 13:14 PM | BOOKED | | | | | | |
| 13:29 PM | BOOKED | | | | | | |
| 13:44 PM | BOOKED | | | | | | |

Waiting for biharregd.bihar.gov.in...

b. Print "Appointment Slip" after slot booking.