

Online Appointment, E-registration and Biometric Workflow Master - One-page Cheat Sheet

2-minute summary: Control portal profiles, appointment, uploads, e-stamp/e-payment, Aadhaar/biometric, witnesses, scan quality and digital receipts.

Provision map

Implementation/source-control module

Workflow

1. Classify document and rights. 2. Capture State sources. 3. Verify title/authority/stamp. 4. Compute time, fee and office. 5. Present and admit. 6. Reconcile certificate/copy and remedies.

Red flags

Wrong instrument label; stale State rule/fee; incorrect office; late presentation; invalid POA; missing maker; denial of execution; insufficient stamp; missing annexure; portal copy mismatch; unrecorded refusal.

Evidence file

Act and State sources; title/property; authority; final instrument; stamp/fee; identity; witnesses; portal and office receipts; endorsements; certificate; registered copy; searches; refusal/remedy chronology.

Practical scenario

The State portal accepts uploads and biometric authentication, but the final deed scan omits an annexure. The transaction team must reconcile the executed original, uploaded file, office scan, certificate and downloaded copy.

Key calculations

Digital completion	Track profile, appointment, upload, payment, appearance and certificate milestones.
File integrity	Hash and compare executed, uploaded and registered copies.
Privacy retention	Define lawful collection, access, retention and incident response.

Remedy and forum

Preserve presentation/delay, Registrar and section 77 clocks. Separate administrative registration remedy from title, specific relief, cancellation, injunction, damages, criminal and writ strategy.

Source warning

State amendments, section 69 Rules, fee tables, office jurisdiction, valuation and online workflows vary. Verify transaction-date official sources.