



Dated Lahore, the 05 Dec, 2017

To,

Additional District Collector (General), Lahore

Subject: **REGISTRATION OF DEEDS PROJECT**

This is with reference to the meeting held on 04 Dec 2017 in the office of undersigned.

It gives me immense pleasure to inform you that Registration of Deeds software application has been linked with the Arazi Record Centers and now scanned registries with textual data are being sent to ADLR inbox directly.

2. As discussed in the above referred meeting, it is desired that all Sub-Registrars may be directed to ensure the following:

- a. All types of registries of live & non-live mauzas be presented to computer desks for initial data entry after the submission of registry; completed in all respects i.e. all fees paid, thumb impression / pictures pasted at registry.
- b. Computer saved picture & particulars of buyer, seller or commission be printed on the registry through the software application.
- c. After the approval of registry, registry again be submitted to computer desks within 48 hours for scanning & its further transmission to Arazi Record Centers.

3. For ADLRs only: Updation of record (mutation) and processing of registries should be carried out through software application, only. Please ensure all such registries which were not routed through software application shall not be accepted at the Arazi Record Centers.

4. For SCOs ROD only: Proper entry of registries in the ROD application be carried out at the time when complete registry be submitted at Sub-Registrar office. Entry of registry in the software application at the time of permission be prohibited forthwith. All the scanning activity & its transmission to ADLR inbox be completed on same day. Proper recording of address and telephone numbers be ensured.

5. Forwarded for necessary action and compliance, please.


Additional Director General
Punjab Land Records Authority

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- Director General, PLRA
- Inspector General, Registration, BOR
- District Collector, Lahore
- Director Operations, PLRA