



**STANDARD OPERATING PROCEDURES (“SOP”)**

**FOR**

**COMMISSION IN E-REGISTRATION SYSTEM**

<b><u>TABLE OF CONTENTS</u></b>	<b><u>PAGES</u></b>
<b>1.0 Introduction</b>	
1.1 Applicability	03
1.2 Purpose	03
1.3 Definitions	03
1.4 Legal Framework	04
1.5 Legal Reference	04
1.6 Objectives	04
1.7 Eligibility Criteria for Appointment of Commission	05
1.8 Duties of the Commission	05
<b>2.0 Process Flow of the Appointment and Functions of the Commission</b>	
2.1 Submission of Request and process by Registering Officer	05
2.2 Process Flow of Commission in E-Registration Process	06
<b>3.0 SCHEDULE-1</b>	<b>09</b>

## 1.0 INTRODUCTION

### 1.1 Applicability

These Standard Operating Procedures (SOPs) shall be applicable in e-registration system developed and maintained by Punjab Land Records Authority and to be used all across Punjab for e-registration of Documents. The purpose of these SOPs is to establish a uniform process for the appointment and functions of the Commission appointed under the Law as defined in the **Registration Act 1908** under the **PART VII “of Enforcing the Appearance of Executants and Witnesses”** for discharging of their duties and functions as Commission(s).

### 1.2 Purpose

These SOPs are applicable to the e-registration system developed by the Punjab Land Records Authority for computerized document registration process governed by the Registration Act, 1908.

These SOPs aim to:

- i) Define the process and instances of appointment of Commission;
- ii) Define the roles, processes, scope of duties and responsibilities of the Commission;
- iii) Set out the process flow and procedures in respect of Commission;
- iv) To assist in evaluating the adequacy of the procedures;

### 1.3 Definitions:

In these Standard Operating Procedures

- (a) “Advocate” means a qualified legal professional entered in any roll under the provisions of the Legal Practitioners and Bar Councils Act, 1973 (ACT XXXV of 1973);
- (b) “Bar Council Card” means the card issued by the Provincial Bar Council to the Advocate for his/her identification and authenticity as an Advocate;
- (c) “Biometric Verification” means a process to identify individuals based on their unique characteristics, body measurements including but not limited to finger prints;
- (d) “CNIC” means Computerized National Identity Card issued by the National Database and Registration Authority; for the purposes of this SOP, CNIC shall imply to include identification documents issued by the National Database and Registration Authority to overseas Pakistanis (including National Identity Card for Overseas Pakistanis – NICOP, and Pakistan Origin Card – POC);
- (e) “Commission” means a Commission issued by the Registering Officer, under Section 38 of the Registration Act 1908;
- (f) “E-Registration System” means the computerized system developed by the PLRA for processing the registration of the documents/deeds/instruments under the Registration Act 1908;
- (g) “PLRA” means Punjab Land Records Authority established under the Punjab Land Records Authority Act 2017;

(h) "Registering Officer" means a Registrar or a Sub-Registrar appointed and empowered under the Registration Act 1908;

A word or expression used in the Act but not defined shall have the same meaning as assigned to it under the Punjab Registration Act (XVI of 1908) or the rules made under that Act and the Punjab Land Records Authority Act 2017(VI of 2017).

#### 1.4 The Legal Framework

1. The PART VII of the Registration Act 1908(Act XVI of 1908);
2. Section 38 and Section 39 of Registration Act 1908;
3. The Rule 108 of the Registration Rules 1929;

#### 1.5 Legal Reference

1. The Section 38 of the Registration Act 1908 (Act XVI of 1908)
  - (1) (a) *A person who by reason of bodily infirmity is unable without risk or serious inconvenience to appear at the registration-office, or*
  - (b) *a person in jail under civil or criminal process, or*
  - (c) *persons exempt by law from personal appearance in Court, and who would but for the provision next hereinafter contained be required to appear in person at the registration office, shall not be required so to appear.*

(2) *In the case of every such person the registering officer shall either himself go to the house of such person, or to the jail in which he is confined, and examine him or issue a **commission** for his examination.*

#### 1.6 Objectives

These SOPs are formulated to be used as a guide to regulate the process of appointment and execution of certain tasks by the Commission:

- i. To ensure that Commission complies with legal requirements in its working and operations;
- ii. To ensure that interests, rights and obligations of the interested parties are protected at all times;
- iii. To provide professional, timely and reliable services in protection of the interest of parties; and
- iv. To facilitate the general public in accordance with the Law.

#### 1.7 Eligibility Criteria

Eligibility for Appointment of Commission shall be as under:

1. The Registering Officer may appoint a Commission on the request of the parties of the contract for e-registration;

2. The Registering Officer may appoint a revenue officer as per rule 108 or an Advocate as a Commission;
3. The Advocate/Commission shall be required to present his bar council card along with the CNIC in accordance with the provisions of Rule 109 of the Pakistan Legal Practitioners & Bar Councils Rules, 1976;
4. The Advocate/Commission shall possess device(s) as per specifications mentioned in **Schedule-1** of these SOPs;
5. The District SNA shall create logins for The Commission as an interim arrangement;
6. In future, the Commission shall be able to create his/her login in the e-registration system using Public portal;
7. The devices / gadgets must be in working conditions and must be able to process the biometric verification;

### **1.8 Duties of the Commission**

The Commission appointed through the E-Registration system shall inter-alia perform following duties:

1. The Commission shall provide details of his CNIC and Bar Council Card and the same shall be entered in the E-Registration system by the Registering officer;
2. The Commission shall be having device(s)/gadget(s) in working condition as per specifications defined in the **Schedule-1** of these SOPs;
3. The Commissions shall provide correct details, as he/she will be responsible for any wrong entry and shall also be required to submit an undertaking as per **Schedule-2** of this document;
4. The fee charged by Punjab Land Records Authority for the appointment and further process of commission shall be Rs. 5,000/- as service charges, which shall be paid along with the application for appointment of commission;
5. The Registering Officer shall assign the specific task through e-registration system after verifying the credentials of the Commission;
6. The Commission shall ensure that parties and witnesses are duly identified as mentioned in the deed/document and the e-registration system;
7. That the biometric verification of parties, both seller, purchaser and their witnesses are properly entered in the system;
8. The Commission shall ensure that the biometric verification and identification of parties including witnesses is done in a transparent manner;
9. The Commission shall ensure that the parties/witnesses exactly know about the transaction, they are doing through the e-registration system;
10. The Commission shall perform his/her own biometric verification along with his/her picture;
11. The Commission shall perform and complete his/her duty within seven (07) days after the case has been received in his/her inbox;
12. The Commission after completing his/her assignment shall remit the case back to the Registering Officer for further necessary action as per Law;

## 2.0 PROCESS FLOW OF THE APPOINTMENT AND FUNCTIONS OF THE COMMISSION

### 2.1 Submission of Request and actions to be performed by the Registering Officer

1. The Application for issuance of the Commission shall be submitted along with the undertaking as mentioned in **Schedule-2** before the Registering Officer, the application shall be having necessary details, including copy of the CNIC and Bar Council Card of the Advocate to be issued as Commission;
2. The Registering Officer shall verify the credentials of the Advocate from the available/accessible lists/data provided by Bar Council;
3. The Registering Officer shall confirm from the Advocate that he/she has got the device(s) / gadget(s) along with active internet connection as mentioned in the **Schedule-1** of these SOPs;
4. The Registering Officer shall enter details of the Commission in the system;
5. The Registering Officer shall assign the specific task through e-registration system after verifying the credentials of the Commission;
6. The Commission will receive the e-file in his e-registration system, which he/she can login and access;
7. The Registering officer will receive the e-file/registry back to his inbox after the Commission has performed his duty and the biometrics is complete along with pictures.
8. The Registering Officer after receiving the registry in his inbox may approve or raise an objection on the registry as per Law under the Registration Act 1908.

### 2.2 Process Flow of Commission in E-Registration System

1. When the deed writer sends the documents to the Registering Officer, the Registering officer has the option to send the same to the requested commission. The image of the e-registration system at this stage will appear as below:

The screenshot displays the e-registration system interface. At the top, there are search and filter options for 'کمیٹی' (Committee) and 'ڈیٹا' (Data). Below this is a table with the following columns: 'سلسلہ' (Series), 'حصہ' (Part), 'رقبہ' (Area), 'تاریخ' (Date), 'نمبر' (Number), 'نوع' (Type), 'پہاڑی' (Pehari), 'حکم' (Decree), and 'نمبر' (Number). The table contains five rows of data. Below the table, there are several buttons and a footer with contact information.

سلسلہ	حصہ	رقبہ	تاریخ	نمبر	نوع	پہاڑی	حکم	نمبر
حصہ کی کمیٹی		1094	16/09/2021	0076	BOP	2021ACRFPDR2DA6	رقبہ کی کمیٹی	1
حصہ کی کمیٹی		21	01/07/2023	1	1	211213001	حصہ کی کمیٹی	2
حصہ کی کمیٹی							حصہ کی کمیٹی	3
حصہ کی کمیٹی							حصہ کی کمیٹی	4
حصہ کی کمیٹی		1000	19/01/2023	0020	BOP	2023CFUR04797892	حصہ کی کمیٹی	5

At the bottom of the interface, there are buttons for 'تعمیر فرمیں' (Forms), 'حصہ' (Part), 'حصہ' (Part), 'حصہ کی کمیٹی' (Committee), and 'حصہ کی کمیٹی' (Committee). The footer contains the text 'پہاڑی کی کمیٹی' (Pehari Committee) and 'پہاڑی کی کمیٹی' (Pehari Committee).

2. After selecting the registry from the Registering Officer dashboard, clicking on the “**Submit to Commission button**” will open a pop-up selection screen where the user can select the desired Commission.

انتخاب کیے	لوگ ان نام	کرنڈ	ڈائریکٹری	م	تہسیل
انتخاب کیے	35201-0615665-2	لوگ ان نام	35201-0615665-2	م	1

- All users who have been assigned the role of Commission will be searchable on the screen based on CNIC;
- Registering Officer can also search the required Commission by District, Tehsil, Name, Login Name and ID Card;
- Provision of ID Card shall be mandatory to ensure that data of only concerned individual is loaded;
- By clicking on Select next to the desired Commission, the desired Commission will be selected and a pop-up will open the registrar verification screen as shown below;

کیا آپ رجسٹری لوکل کمیشن کو بھیجنا چاہتے ہیں؟

نہیں ہاں

- Clicking yes will send the registry to the selected Commission while clicking no will not send it;
3. The Commission will display on its dashboard all the registries that have been sent to it – Clicking on select will open the registry detail which consists of four tabs-

اندرج رجسٹری

272.00 فنڈ ٹی مراد: رقبہ فارمیٹ: کنال-مراد-فٹ: دریا: موضع: سیٹنگ: تحصیل: ضلع: سیٹنگ: بل: قسم رجسٹری:

اندرج فرمیں: اندراج کوٹان: تحصیل پانچواں / موچہ: حتی انتخاب

اندرج فرمیں

نمبر فرم	حصیل نام	رقم	رقم دائرہ	نمبر
110	گودھیو ولد گودھان	بج	32102-0949664-5	بازیر غنیمت کیجی

کل 1 نمبر سے 1 فرمیں

مشقی

نمبر فرم	حصیل نام	رقم	رقم دائرہ	نمبر
1	ابراہیم ولد حسن دین	بج	34101-2451177-3	بازیر غنیمت کیجی

کل 1 نمبر سے 1 فرمیں

- User can record the photo and biometric of the Enrollment Parties by selecting i.e. Seller and Customer which is mandatory if the user sends the registry back to the registering officer without enrollment then the system will give an alert message;
- Clicking on the button on the final selection will open the Commission Photo and Biometric Verification screen in a pop-up where the Commission can verify their photo and biometrics.

صارف کی تصویر

تصویر لطف کریں

بایو میٹرک ریکارڈ کریں

مختوم کرئیے

1

- After confirmation, clicking the **Save** button on the screen will send the registry back to the registering officer, where the Registering officer can print the report and view the details of the registry.



**SCHEDULE-1**

**A COMPUTER DEVICE/TABLET/MOBILE PHONE/LAPTOP WITH ACTIVE INTERNET CONNECTION ALONG WITH THE FOLLOWING:**

**Biometric Device Specifications**

<b>Scanner Name</b>	U.are.U 4500,5100 or 5300 Reader
<b>Manufacturer</b>	<a href="#">DigitalPersona, Inc.</a>
<b>Connection</b>	USB 2.0
<b>Supported OS (*)</b>	Microsoft Windows Linux (x86-64 and ARM) Android
<b>Resolution</b>	512 ppi
<b>Image capture area (Platen size)</b>	15 x 18 mm (0.6" x 0.7")
<b>Sensor type</b>	Optical
<b>Illumination</b>	Blue LEDs
<b>Device size</b>	65 x 36 x 16 mm (2.6" x 1.4" x 0.6")
<b>Operating temperature</b>	0°C ~ +40°C
<b>Operating humidity</b>	20-80 % (non-condensing)

**Camera Specification**

<b>Sr</b>	<b>Web Camera</b>	Model A4 Tech PK810G
1	<b>Sensor</b>	Software enhanced 16 Megapixel with anti-glare 1/6" CMOS, 640x480 pixel
2	<b>Still image resolution</b>	4608 x 3456 (software enhanced)
3	<b>Focus Distance</b>	Automatic Focus
4	<b>Frame Rate</b>	30fps
5	<b>Interface</b>	USB 2.0
6	<b>Desktop Stand</b>	Required
7	<b>Microphone</b>	Built in Free
8	<b>Accessories</b>	Driver / software CDs
9	<b>Compatibility</b>	Windows 7 8 10

**SCHEDULE-2**

**UNDERTAKING**

I.....**S/O,D/O,W/O**.....R/o.....  
.....holding.CNIC#.....  
having the License No..... issued by .....Bar Council to  
practice as Advocate in accordance with the provisions of Rule 109 of the Pakistan Legal Practitioners &  
Bar Councils Rules, 1976.

do hereby irrevocably and unconditionally solemnly affirm and declare as under.

1. That I am a qualified Advocate under the License issued by the Bar Council as mentioned above.;  
Furthermore, I hereby confirm that I am eligible to practice as an Advocate.
2. That I shall perform my duties as a Commission in accordance with the Law and these SOPs and shall  
complete the task within Seven (07) working days.
3. That, I shall fully abide by the provisions of the Registration Act, 1908 read together with Registration  
Rules 1929 and any other rules and regulations made thereunder and furthermore shall abide by all  
policies/guidelines/SOPs which are applicable to the Commissions from time to time.
4. That, it is also expressly understood that provisions of this undertaking are severable in nature and  
in the event that any provision of this Undertaking is for any reason void, illegal or unenforceable,  
then it shall not affect the remaining provisions of this Undertaking which shall continue in full force  
and effect, subject to Punjab Land Records Authority empowered to amend or substitute any such  
void, illegal or unenforceable provision through written intimation.
5. I further confirm that whatever is stated above is true and correct in all respects and no material  
information has been with-held or not disclosed by me. Furthermore, any documents submitted by  
me together with this undertaking are true and correct and no forge or inaccurate document has  
been submitted.

Signed on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
**DEPONENT**