

SoP for Non Encumbrance Certificate

Step 1

- Apply online to SRO for 12 years search / inspection.

Step2

- Application form is accepted by SRO.

Step3

- Fee for issuing 12 years search certificate is Rs 05/- per year, maximum is Rs 100/- and application fee is Rs 05/- only, and for issuing 12 years search certificate in connection with the execution of a decree under rule 327 of the manual a fixed fee of Rs 12/- shall be charged when the valuation of the decree does not exceed Rs 3000/-. When the valuation of the decree exceeds Rs 3000/- a fee

Step4

- As per record of 12 years, search / inspection is done by SRO.

Step5

- After search / inspection, as per record SRO issues Non Encumbrance Certificate within 1 day.

Step 6

- Free searches by government officials shall be allowed by registering officer under rule 348 of the manual.

Non-Encumbrance Certificate Document Checklist:

There is no requirement to submit a physical (neither scanned nor hardcopy) copy of documents

Following information is required to submit while filling the form:

1. Property Number (Khasra Number).
2. Party Name.