

User Manual for Applicant for Uploading NOC and Boundary Holder NOC

INTRODUCTION

This manual is prepared to guide applicants on how to upload the **No Objection Certificate (NOC)** and the **Boundary Holder NOC** in the Online Property Registration Application. It provides step-by-step instructions to ensure applicants can complete the upload process smoothly and without errors.

The following are the steps to be followed:

Step1. Visit the Property Registration Application Site

- Open your preferred web browser (e.g., Chrome, Firefox, Safari).
- Enter the official URL of the in the address bar i.e. <https://registry.sikkim.gov.in/> as illustrates in figure 1.1.



(Fig 1.1)

Step2. Login to the Portal

- Enter your registered **username** and **password** in the appropriate fields.
- Click the "**Sign In**" button to access your account, as illustrates in figure 1.2.

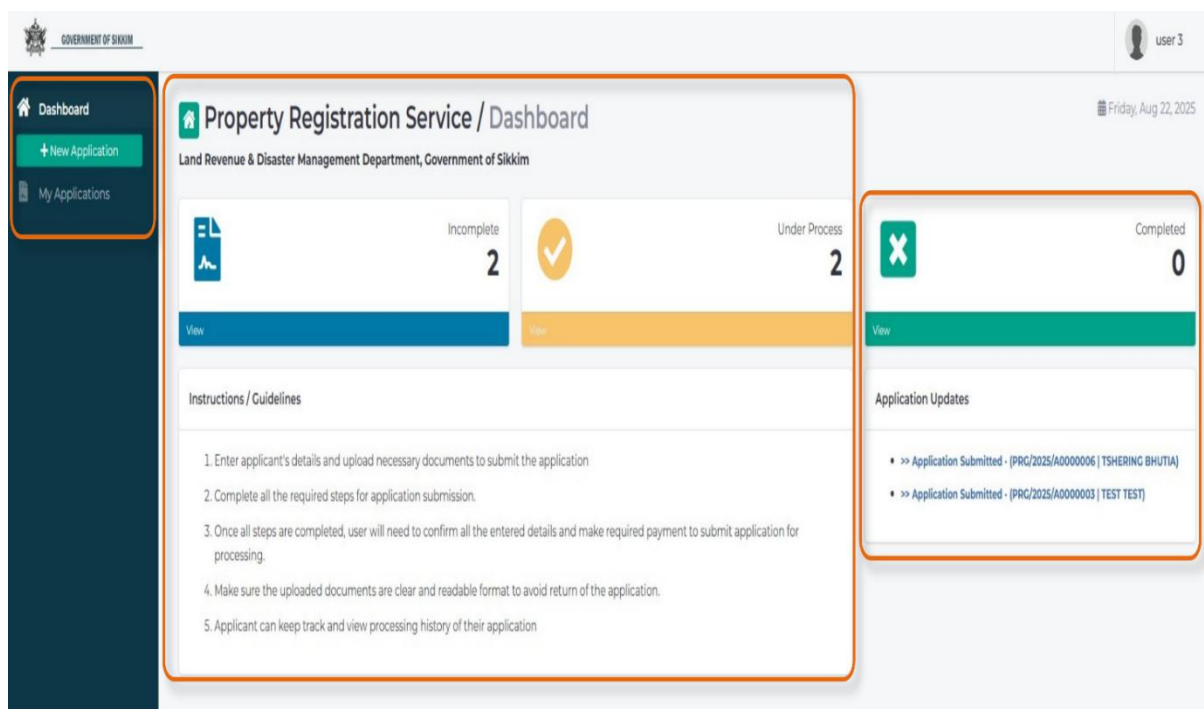


The image shows the login page of the ILRMS (Integrated Land Revenue Management System) for the Government of Sikkim. At the top, there is the Government of Sikkim emblem and the text "ILRMS DILRMP, Government of Sikkim". Below this, it says "Sign in to continue." There are three input fields: "Username", a password field (indicated by dots), and a "Captcha Code" field with the code "B F 9 7 8 J". A green "SIGN IN" button is highlighted with an orange border and an arrow pointing to it. Below the button, there is a link "Forgot password?" and a "REGISTER AS CITIZEN" button.

(Fig 1.2)

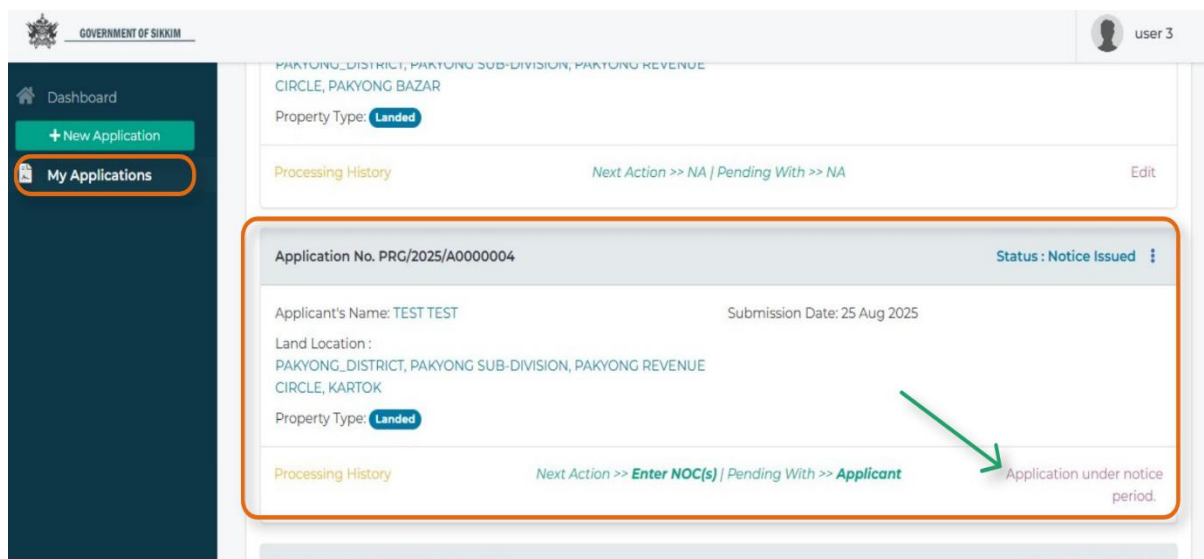
Step3. Navigate to the Dashboard

- After successful login, you will be redirected to the **Dashboard**, as illustrates in figure 1.3.



The image shows the dashboard of the Property Registration Service. The header includes the Government of Sikkim logo, the text "PROPERTY REGISTRATION SERVICE / Dashboard", and the user profile "user 3". The main content area is divided into three sections: "Incomplete" (2), "Under Process" (2), and "Completed" (0). Each section has a "View" button. Below these sections, there are "Instructions / Guidelines" and "Application Updates". The "Instructions / Guidelines" section lists five steps for submitting an application. The "Application Updates" section shows two recent submissions: "Application Submitted - (PRG/2025/A0000006 | TSHERING BHUTIA)" and "Application Submitted - (PRG/2025/A0000003 | TEST TEST)".

- Click on **My Application** to check the status of your application as illustrate in below fig 1.3.



(Fig 1.3)

- Use the **“My Applications”** tab on the left to check your submitted applications.
- Each application shows details like **Application Number, Applicant Name, Land Location, Property Type, and Submission Date.**
- The **status (top right corner)** tells you the current stage of the application, for example, **“Notice Issued.”**
- The **Next Action** section shows what you need to do next, such as **uploading NOCs.**
- The note **“Application under notice period”** means your application is waiting during the notice phase for objections, if any.
- Once the notice period ends and NOCs are submitted, the application will move to the next stage automatically.

GOVERNMENT OF SIKKIM

user 3

Dashboard

+ New Application

My Applications

Processing History

Next Action >> NA | Pending With >> NA

Application No. PRG/2025/A0000134

Status : Incomplete

Applicant's Name: ASHER DARNAL

Submission Date: 20 Aug 2025

Land Location : EAST DISTRICT, GANGTOK SUB-DIVISON, SAMDONG REVENUE CIRCLE, SAMDONG

Property Type: **Landed**

Processing History

Next Action >> NA | Pending With >> NA

Application No. PRG/2025/A0000129

Status : Notice Issued

Applicant's Name: TSETEN TSHERING

Submission Date: 13 Aug 2025

Land Location : EAST DISTRICT, GANGTOK SUB-DIVISON, SICHEY REVENUE CIRCLE, SICHEY

Property Type: **Landed**

Processing History

Next Action >> **Enter NOC(s) | Pending With >> Applicant**

Upload NOC(s)

Application No. PRG/2025/A0000126

Status : Endorsement Approved

Applicant's Name: TESTAPT GIFTCOI

Submission Date: 13 Aug 2025

Land Location : EAST DISTRICT, GANGTOK SUB-DIVISON, SICHEY REVENUE CIRCLE, SICHEY

Property Type: **Apartment/Building**

Processing History

Next Action >> NA | Pending With >> NA

(Fig 1.4)

- After your application reaches the **“Notice Issued”** stage, it stays under a **1-month notice period**. Once this period is over, you need to upload the required **No Objection Certificates (NOCs)**.
- Go to the **“My Applications”** tab and find your application. If the status shows **Notice Issued** and the **Next Action** says **Enter NOC(s) – Pending with Applicant**, click the **“Upload NOC(s)”** button on the right side.
- Upload all necessary NOCs (e.g., from family members, co-owners, or others). Once uploaded, your application will move forward for further verification.

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user 3

Dashboard

+ New Application

My Applications

Boundary Holders *

Choose file No file chosen

Uploaded : Boundary Holders

Change

Family Members *

Choose file No file chosen

Uploaded : Family Members

Change

SBI *

Choose file No file chosen

Uploaded : SBI

Change

SABCO *

Choose file No file chosen

Uploaded : SABCO

Change

SHDB *

Choose file No file chosen

Uploaded : SHDB

Change

Back

Save & Continue

(Fig 1.5)

- In this step, applicants need to **collect NOCs** from all listed stakeholders and concerned authorities (e.g., Boundary Holders, Family Members, SBI, SABCO, SHDB). Each NOC should be scanned and uploaded in the respective field shown on the page.
- If an applicant uploads the wrong file or wants to update it later, they can simply use the **“Change”** button to re-upload the correct document. Once all NOCs are uploaded, click **“Save & Continue”** to move to the next stage of the application process.

The screenshot shows the 'Application For Property Registration' page. The header includes the Government of Sikkim logo and the user 'user 3'. The left sidebar has 'Dashboard', '+ New Application', and 'My Applications'. The main content area is titled 'Confirm NOC Details' and displays 'Notice No : NOTICE NO: EAST/GANGTOK/1101041595 dated 26 Aug 2025'. Below this is a table with 7 rows, each representing a different stakeholder. Each row has a 'No.', a 'Notice Recipient', and a 'NOC' column with a 'Click To View' link. At the bottom right of the table are 'Edit' and 'Submit' buttons.

No.	Notice Recipient	NOC
1	Office Notice Board	Click To View
2	The Parties	Click To View
3	Boundary Holders	Click To View
4	Family Members	Click To View
5	SBI	Click To View
6	SABCO	Click To View
7	SHDB	Click To View

(Fig 1.6)

- Before **submitting** you can **confirm the details** once again by cross checking the NOCS, uploaded in the above steps.

The screenshot shows the 'NOC Acknowledgement Slip' page. The header includes the Government of Sikkim logo and the user 'user 3'. The left sidebar is the same as in Fig 1.6. The main content area has a QR code in the top right. Below it, the title 'NOC Acknowledgement Slip' is centered. The text 'Notice No : NOTICE NO: EAST/GANGTOK/1101041595 dated 26 Aug 2025' is displayed. Below this, it says 'Dear TSETEN TSHERING,' and 'Your NOC details for Property Registration has been successfully submitted for Land Location in EAST DISTRICT, GANGTOK SUB-DIVISION, SICHEY REVENUE CIRCLE, SICHEY'. An 'Application Summary' section states 'Your Application Reference Number is PRC/2025/A0000129'. Below this is a table with 7 rows, identical to the one in Fig 1.6. At the bottom right of the table are 'Print Slip' and 'Go To My Applications' buttons. A Windows watermark is visible at the bottom right.

No.	Notice Recipient	NOC
1	Office Notice Board	Click To View
2	The Parties	Click To View
3	Boundary Holders	Click To View
4	Family Members	Click To View
5	SBI	Click To View
6	SABCO	Click To View
7	SHDB	Click To View

(Fig 1.7)

- After the submission the applicant get the **NOC acknowledgement slip**, you can print the slip and wait for the conformation form the concerned authority.

THANK YOU