

ONLINE PROPERTY REGISTRATION APPLICATION –
USER MANUAL FOR APPLICANT FORM SUBMISSION

INTRODUCTION

This manual is prepared to guide citizens and registered users in using the Online Property Registration Application.

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 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.

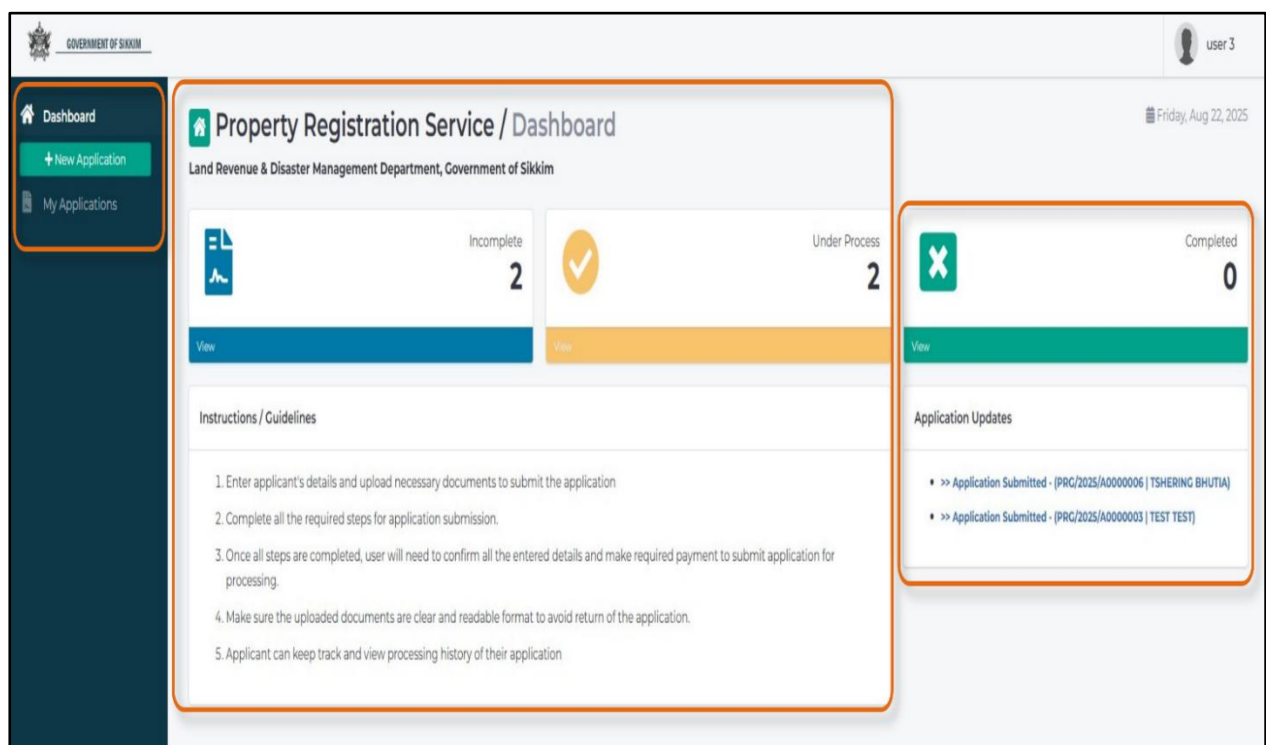


The image shows the login page of the ILRMS (Integrated Land Revenue Management System) for the Government of Sikkim. The page features the state emblem and the text "ILRMS DILRMP, Government of Sikkim". Below this, it says "Sign in to continue." and provides input fields for "Username", "Password", and a "Captcha Code" (displayed as "B F 9 7 8 J"). A prominent green "SIGN IN" button is highlighted with an orange rectangle and an arrow. Below the login fields, there are links for "Forgot password?" and "REGISTER AS CITIZEN".

(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 displays the "Property Registration Service / Dashboard" for the Land Revenue & Disaster Management Department, Government of Sikkim. The dashboard is divided into several sections:

- Left Sidebar:** Contains links for "Dashboard", "New Application", and "My Applications".
- Top Header:** Shows the user profile "user 3" and the date "Friday, Aug 22, 2025".
- Main Content Area:**
 - Summary Cards:** Three cards showing application status: "Incomplete" (2), "Under Process" (2), and "Completed" (0). Each card has a "View" button.
 - Instructions / Guidelines:** A list of five steps for application submission, from entering details to tracking history.
 - Application Updates:** A section showing recent submissions, including "Application Submitted - (PRG/2025/A0000006 | TSHERING BHUTIA)" and "Application Submitted - (PRG/2025/A0000003 | TEST TEST)".

(Fig 1.3)

Purpose of the Dashboard

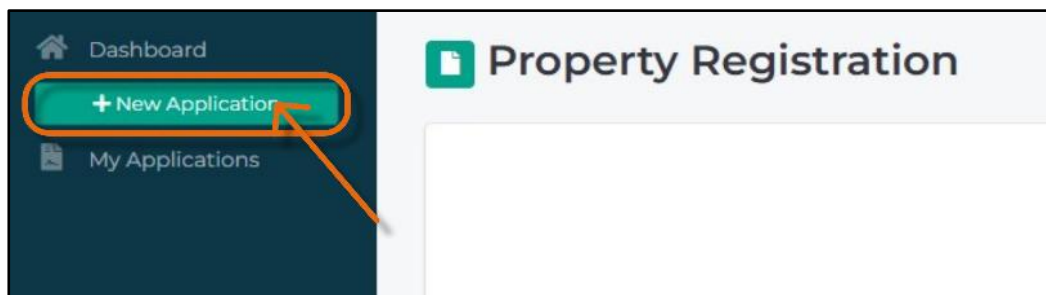
This dashboard helps you:

- Monitor the progress of your applications.
- Quickly access pending, ongoing, or completed applications.
- Stay updated with real-time changes and approvals.
- Follow clear instructions to avoid mistakes and ensure faster processing.

Here are the steps for Registered User / Citizen for online Property Registration Application

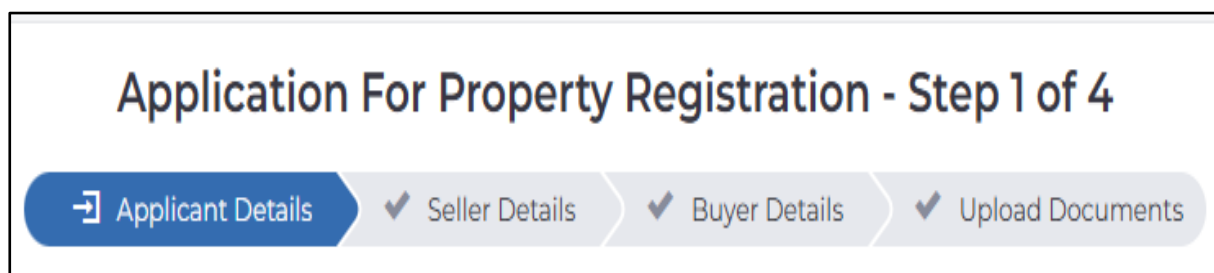
Step 1. Applicant's New Application Submission Form Fill-Up & S.V. Payment

- Click on "**New Application**" to start the process, as illustrates in figure 1.4.



(Fig 1.4)

- When you come across the **New Application** dashboard, you can observe there are Four step for the registration namely- **Applicants Details, Seller Details, Buyer Details and lastly Upload Documents**, as illustrates in figure 1.5.



(Fig 1.5)

- Start by filling in the required applicant details, such as the **application processing location, document attachments, applicant information, uploading the applicant's image**, and finally uploading the **applicant's signature**, as illustrates in figure 1.6 & 1.7.

GOVERNMENT OF SIKKIM

user 3

Dashboard
+ New Application
My Applications

Property Registration
Wednesday, Aug 20, 2025

Application For Property Registration - Step 1 of 4

Applicant Details
Seller Details
Buyer Details
Upload Documents

Instructions/Guidelines

- Fields marked * are mandatory. Hover on ⓘ to know more
- Please choose the nearest application processing location from the available options.
- In applicant image field, please upload latest passport size image. Incorrect image may led to rejection/return.

Application Processing Location

District*

-- Select District --

Sub Division*

-- Select Sub Division --

Revenue Circle*

-- Select Revenue Circle --

Block*

-- Select Block --

Documents Attached

(Select all applicable documents to avoid application return)

☐ Old Parcha
☐ COI of Buyer
☐ SSC of Buyer
☐ VoterCard
☐ Married Certificate
☐ Unmarried Certificate
☐ Consent Letter
☐ Latest Khajana
☐ RC

(Fig 1.6)

GOVERNMENT OF SIKKIM

user 3

Dashboard
+ New Application
My Applications

Applicant Details

Applicant's First Name*
Applicant's Middle Name
Applicant's Last Name*

Gender*
Applicant's Father Name*
Mobile No* ⓘ

Email Address

Address*

Applicant Type*
Property Type*

Transaction Type*

Applicant Image*

Upload Photo

Applicant Signature*

Upload Signature

(Fig 1.7)

- Click on **“Save & Continue”** to proceed to the next step and enter the seller’s details.
- You will be directed to the **“Seller Detail”** page. If the owner has not been registered previously, you can add a new owner by clicking on the **“Add Owner”** button. Now, enter the required details of the owner or seller in the fields provided below, as illustrates in figure 1.8 & figure 1.9.

Property Registration Wednesday, Aug 20, 2025

Application For Property Registration - Step 2 of 4

[Applicant Details](#)
[✓ Seller Details](#)
[✓ Buyer Details](#)
[✓ Upload Documents](#)

Application Code - PRG/2025/A0000134

1. Add at least one owner detail with family details.
 2. Click on Add Owner link to add new owner details. Add details of all land owners.
 3. Every owner must have at least one family member details to continue.

Owner Details

Add Owner

No Owner Details Found. Click on "Add Owner/Organisation" link to add..

(Fig 1.8)

GOVERNMENT OF BIKINI user 3

Land Location - EAST DISTRICT, SAMDONG REVENUE CIRCLE, SAMDONG

1. Fields marked * are mandatory. Hover or ⓘ to know more

Add Owner Details

First Name*	Middle Name	Last Name*
Father's Name*		
Caste*	Gender*	
-- Select Caste --	-- Select Gender --	
Address*		
Date Of Birth *	Age	Contact No*
Email ID*	Occupation*	EPIC No
UID No	PAN No	Ration Card
COI No	SSC No	

[Back To Owners List](#)
Save & Continue

(Fig 1.9)

- Once an owner is registered Click on **“Save & Continue”** to proceed to the next step and enter the Buyer details.
- Before moving forward don’t forget to add atleast one family member of the owner to proceed further
- Click on **“Add Family Member”** to add family member details, as illustrates in figure 1.10.

GOVERNMENT OF SIKKIM

user 3

Dashboard + New Application My Applications

Applicant Details ✓ Seller Details ✓ Buyer Details ✓ Upload Documents

Application Code - PRG/2025/A0000003

Applicant Name - TEST TEST
Land Location - PAKYONG_DISTRICT, RONGLI REVENUE CIRCLE, RONGLI BAZAR

1. Add at least one owner detail with family detail(s).
2. Click on Add Owner link to add new owner details. Add details of all land owners.
3. Every owner must have at least one family member details to continue.

Owner Details Add Owner

First Name	Middle Name	Last Name	Ver Name	Gender	Father	Ver Father	Address	Ver Address	Caste	COI No	SSC No
TEST	-	TEST		Male	TEST		TEST		ACHARAYA	TEST	TEST

Family Details

☒ Edit Owner Details ☐ Delete Owner

(Fig 1.10)

- Now, you will be directed to the **“Buyer Details”** page. If the buyer has not been registered previously, you can add a new buyer by clicking on the **“Add Individual”** button, as illustrates in figure 1.11.

Dashboard + New Application My Applications

Application For Property Registration - Step 3 of 4

Applicant Details ✓ Seller Details ✓ Buyer Details ✓ Upload Documents

Application Code - PRG/2025/A0000134

1. Add at least one buyer detail with family detail(s).
2. Click on Add Buyer link to add new buyer details. Add details of all land buyers.
3. Every buyer must have at least one family member details to continue.

Buyer Details

No Buyer Details Found. Click on "Add Buyer/Organisation" link to add.

(Fig 1.11)

- Now, enter the required details of the buyer in the fields provided below, as illustrates in figure 1.12 & 1.13.

Add Buyer Details

Does Buyer Have Khatyan in the same Block? ☐ Yes ☐ No

Khatyan No
 -- Select Khatyan If in same Block --

First Name*

Middle Name

Last Name*

Father's Name*

Caste*
 -- Select Caste --

Gender*
 -- Select Gender --

Address*

Date Of Birth*

Age

Contact No*

Email ID*

Occupation*

EPIC No

UID No

PAN No

Ration Card

SSC No

Back To Owners List

Save & Continue

(Fig 1.12)

1. Add at least one owner detail with family details.
2. Click on Add Owner link to add new owner details. Add details of all land owners.
3. Every owner must have at least one family member details to continue.

Owner Details

Add Owner

First Name	Middle Name	Last Name	Ver Name	Gender	Father	Ver Father	Address	Ver Address	Caste	COI No	SSC No
TEST	-	TEST		Male	TEST					TEST	TEST

Family Details

☒ Edit Owner Details ☐ Delete Owner

Back

Save & Continue

(Fig 1.13)

- Once an Buyer is regestered Click on **“Save & Continue”** to proceed to the next step and Upload the required documents.
- Before moving forward don't forget to add atleast one family member of the Buyer to proceed further

- Click on “Add Family Member” to add family member details, as illustrates in figure 1.14.

GOVERNMENT OF SIKKIM

Property Registration

Application For Property Registration - Step 3 of 4

Application Code - PRG/2025/A0000003

Applicant Name - TEST TEST
Land Location - PAKYONG_DISTRICT, RONGJU REVENUE CIRCLE, RONGJU BAZAR

1. Add at least one buyer detail with family details.
2. Click on Add Buyer link to add new buyer details. Add details of all land buyers.
3. Every buyer must have at least one family member details to continue.

Buyer Details

First Name	Middle Name	Last Name	Ver Name	Gender	Father	Ver Father	Address	Ver Address	Caste	COI No	SSC No
TEST	-	TEST	सरकार बजार रिभारा	Male	TEST		Test		BARDEVA	TEST	-

Family Details

Edit Buyer Details Delete Buyer Add Family Member

(Fig 1.14)

- You will be directed to the “Upload Documents” page. You can add / upload by clicking on the “Choose File” button, as illustrates in figure 1.15.

GOVERNMENT OF SIKKIM

user 3

1. Documents marked * are mandatory.
2. Allowed formats for document upload - jpg, jpeg, png, pdf. PDF file size must not be greater than 2 MB.
3. To upload, browse the file -> click on upload button on the right.
4. To change the uploaded file, browse the file -> click on change button on the right.
5. To view uploaded file, click on the link shown on the middle.
6. In case of attested documents, only documents attested by gazetted officers are acceptable.

Old Parcha *

Choose file No file chosen Upload

COI of Buyer *

Choose file No file chosen Upload

VoterCard *

Choose file No file chosen Upload

Married Certificate *

Choose file No file chosen Upload

Consent Letter *

Choose file No file chosen Upload

(Fig 1.15)

- Once the documents are uploaded Click on **“Upload Button”** until it shows **change**.
- You can proceed forward by clicking on the **“Save & Continue”** button or You can click on **“Change”** to change the documents if you are not sure of the uploaded documents, as illustrates in figure 1.16.

The screenshot displays the 'GOVERNMENT OF SUDAN' portal for 'user 3'. On the left is a dark blue sidebar with 'Dashboard', '+ New Application', and 'My Applications'. The main area shows five document upload sections: 'VoterCard', 'Married Certificate', 'Consent Letter', 'Latest Khajana', and 'RC'. Each section has a 'Choose file' button, a 'No file chosen' status, an 'Uploaded' status with the document name, and a 'Change' button. The 'Change' button for 'Married Certificate' and the 'Save & Continue' button at the bottom are highlighted with orange boxes and arrows.

(Fig 1.16)

- Before finishing, check your details one last time and preview them to see if anything needs to be changed, as illustrates in figure 1.17.

GOVERNMENT OF SIKKIM

user 3

Dashboard
+ New Application
My Applications

Application For Property Registration

Preview & Final Submission

Thursday, Aug 21, 2025

Land Location

[Edit](#)

Application Reference No	PRC/2025/A0000003
District	PAKYONG_DISTRICT
Sub Division	RONGLI SUB-DIVISION
Revenue Circle	RONGLI REVENUE CIRCLE
District	RONGLI BAZAR

Applicant's Image

Applicant's Photograph

Applicant Details

[Edit](#)

Applicant's First Name	TEST
Applicant's Last Name	TEST
Applicant's Gender	Male
Fathers Name	TEST
Mobile No	9999966666
Email ID	3HONNY@TEST.COM
Address	RONGLI

Applicant's Signature

Signature of the Applicant

Attached Documents

[Edit](#)

- Old Parcha
- COI of Buyer
- VoterCard
- Married Certificate
- Consent Letter
- Latest Khajana
- RC

Declaration & Payment

I hereby solemnly affirm and declare that to the best of my knowledge and belief:

I have not concealed or suppressed any information, the disclosure of which would make me disentitled to this application.

I shall be held responsible for any misrepresentation or false information given by me while applying for this application.

☐ I Agree *

Spot Verification Fee 500/-

** On submission, you will be redirected to the payment gateway to make the payment. Only after successful payment, the application is forwarded for approval.

[Submit](#)

Owner Details (Individual)

[Edit](#)

First Name	Middle Name	Last Name	Ver Name	Gender	Father Name	Ver Father	Address	Ver Addn
TEST		TEST		Male	TEST		TEST	

Family Member Name	Gender	Age
TEST	Male	18

Buyer Details (Individual)

[Edit](#)

First Name	Middle Name	Last Name	Ver Name	Gender	Father Name	Ver Father	Address	Ver Addn
TEST		TEST	सरकार बजार विभाग	Male	TEST		Test	

Family Member Name	Gender	Age
TEST	Male	24

(Fig 1.17)

- After reviewing you can conform your selection by checking up the “I Agree” box, and click on “Submit” to proceed forward for the payment process, as illustrates in figure 1.18.

Declaration & Payment

I hereby solemnly affirm and declare that to the best of my knowledge and belief:

I have not concealed or suppressed any information, the disclosure of which would make me disentitled to this application.

I shall be held responsible for any misrepresentation or false information given by me while applying for this application.

☐ I Agree

Spot Verification Fee

500 /-

** On submission, you will be redirected to the payment gateway to make the payment. Only after successful payment, the application is forwarded for approval.

Submit

(Fig 1.18)

- You are then redirected to the payment portal where you can make the payment by adding few bank detailes on the portal.
- Once the payment is successful you will receive the **Application Acknowlegdement Slip**, as illustrates in figure 1.19.

GOVERNMENT OF SIKKIM

user 3

Dashboard
+ New Application
My Applications

Application Acknowledgement Slip

Application Submission Date: 21 Aug 2025

Dear TEST TEST,

Your application for property registration has been successfully submitted for Land Location in PAKYONG DISTRICT, RONGLI SUB-DIVISION, RONGLI REVENUE CIRCLE, RONGLI BAZAR

Application Summary

Your Reference Number is PRG/2025/A0000003

Payment Received amount Rs. 500 /-

Enclosure Details

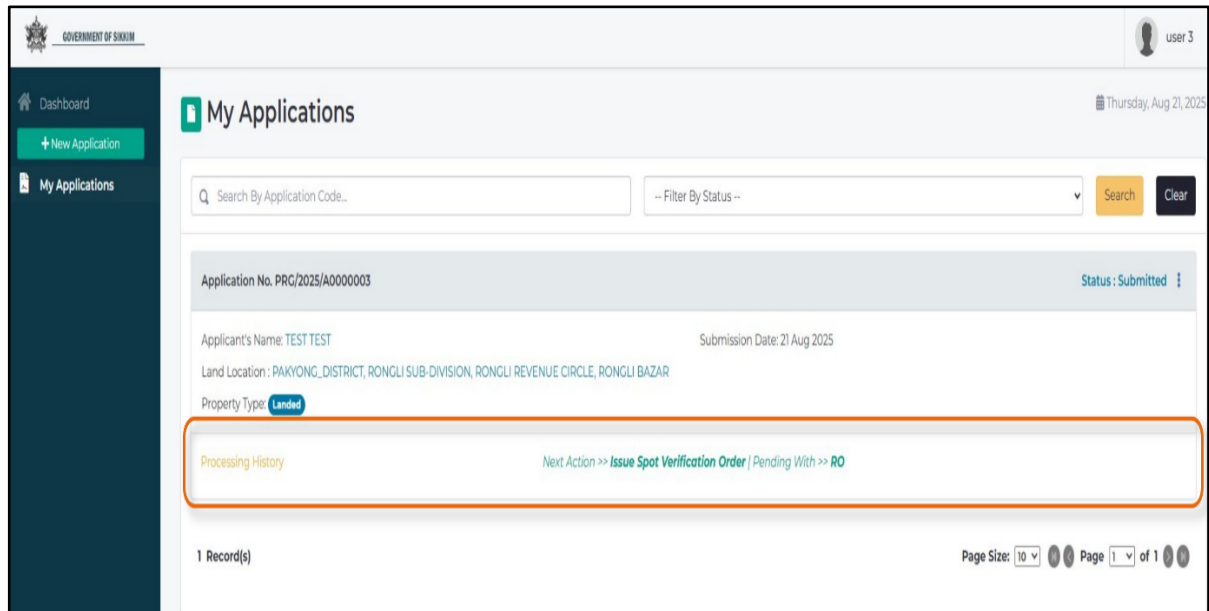
Sl No.	Document attached
1	Old Parcha
2	COI of Buyer
3	VoterCard
4	Married Certificate
5	Consent Letter
6	Latest Khajana
7	RC

Print Slip

Go To My Applications

(Fig 1.19)

- If you want the physical copy of **Application Acknowledgement Slip**, you can simply click on “**Print slip**” option on the bottom right corner of the dash board. Or simply click on “**Go To My Application**” to view your application further.
- You will receive a confirmation that your applicaion has been successfully submitted via SMS and email.



(Fig 1.20)

Finally when you click on the “**Go To My Application**” you will land on the **My Application** dash board where you can check the **proceeding of you application further**, as illustrates in figure 1.20.

THANK YOU