

Step-by-Step Manual for Uploading Spot Verification Report, Geo-tagged Image & Sketch Map

INTRODUCTION

This manual has been prepared to guide applicants on how to:

1. Upload the Spot Verification Report
2. Upload Geo-tagged Images
3. Upload the Sketch Map

Using the Online Property Registration Application. It is designed especially to help applicants complete these steps easily and correctly.

PURPOSE

The purpose of this manual is to provide step-by-step instructions on how to:

1. Create a new user account (Citizen Registration).
2. Log in to the application.
3. Complete the process of online property registration.

This manual covers the entire process from new user registration to submission of property registration applications. It also explains the basic features available on the user dashboard, including viewing application status and updates.

The following are the steps to be followed:

Step1. 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 1.1.

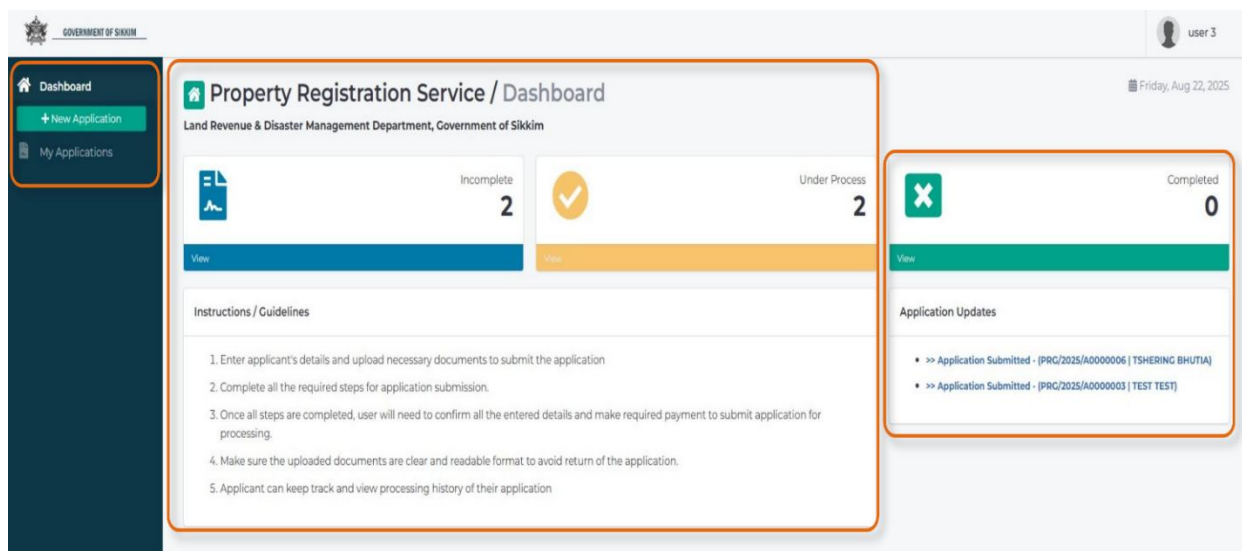


The image shows the login page of the ILRMS (Integrated Land Revenue Management System) for the Government of Sikkim. At the top, there is the Government of Sikkim emblem and the text "ILRMS DILRMP, Government of Sikkim". Below this, it says "Sign in to continue." There are three input fields: "Username", a password field (indicated by dots), and a "Captcha Code" field with a visual captcha "BF 97 8 J". A green "SIGN IN" button is highlighted with an orange border and an arrow pointing to it. Below the button is a link "Forgot password?". At the bottom, there is a "REGISTER AS CITIZEN" button.

(Fig 1.1)

Step3. Navigate to the Dashboard

- After successful login, you will be redirected to the **Dashboard**, as illustrates in figure 1.2.



The image shows the dashboard of the Property Registration Service for the Government of Sikkim. The header includes the Government of Sikkim logo, the text "GOVERNMENT OF SIKKIM", and a user profile icon labeled "user 3". The main content area is titled "Property Registration Service / Dashboard" and "Land Revenue & Disaster Management Department, Government of Sikkim". On the left, there is a sidebar with "Dashboard", "New Application", and "My Applications". The main area displays three status boxes: "Incomplete" (2), "Under Process" (2), and "Completed" (0). Below these are "Instructions / Guidelines" and "Application Updates".

Status	Count
Incomplete	2
Under Process	2
Completed	0

Instructions / Guidelines

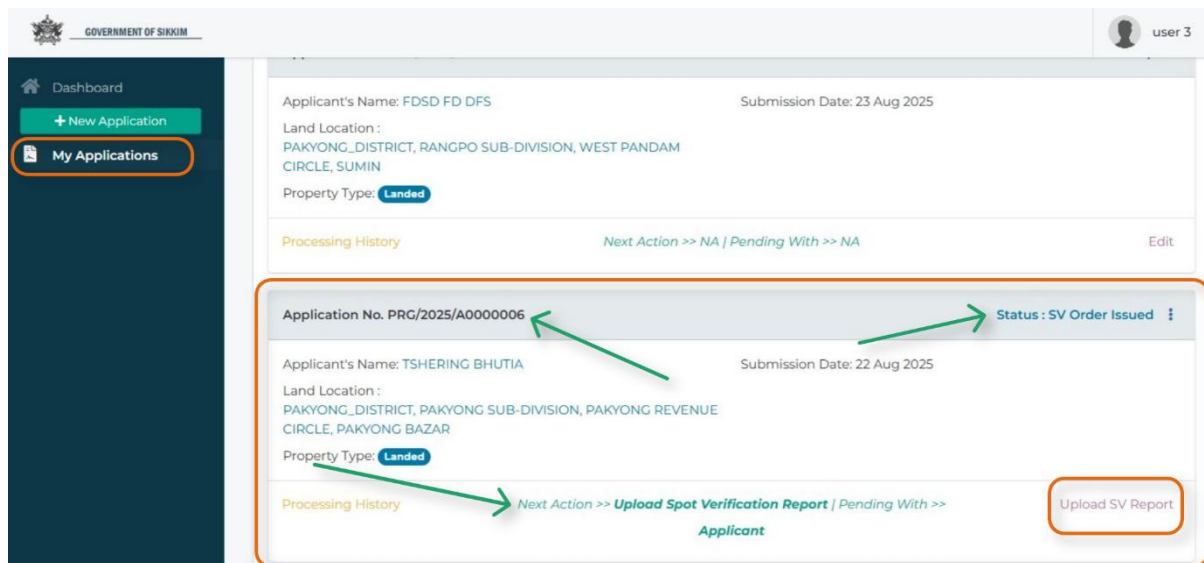
1. Enter applicant's details and upload necessary documents to submit the application
2. Complete all the required steps for application submission.
3. Once all steps are completed, user will need to confirm all the entered details and make required payment to submit application for processing.
4. Make sure the uploaded documents are clear and readable format to avoid return of the application.
5. Applicant can keep track and view processing history of their application

Application Updates

- >> Application Submitted - (PRG/2025/A0000006 | TSHERING BHUTIA)
- >> Application Submitted - (PRG/2025/A0000003 | TEST TEST)

(Fig 1.2)

Step 2 Checking the application status and acting on it



(Fig 1.3)

- When you log in, you will see the **Dashboard**, which helps you manage your land-related applications.
- On the left-hand side, you will find two main options. The first is **New Application**, which allows you to create a fresh application. Just below it, you will see **My Applications**. This section is important because it keeps track of all the applications you have already submitted.
- Inside **My Applications**, each application is listed with details such as the **Application Number** (this is your unique reference ID to track progress), the **Applicant's Name**, the **Land Location**, and the **Property Type**. Alongside, you will also see the **Submission Date** of when the application was filed.
- At the top right corner of each application card, you will notice the **Status**. This tells you the current stage of your application, for example, "SV Order Issued" means that a Spot Verification order has been given.
- Just below the details, you will see the **Next Action**. This guides you on what to do next. For instance, in some cases, it might say **Upload Spot Verification Report**. This means you need to upload the required document for your application to move forward.
- On the right-hand side, you will find a button like **Upload SV Report**, which you can click to directly submit the required document. This ensures your application does not get delayed, illustrates in figure 1.3.

GOVERNMENT OF SIKKIM

user 3

Dashboard

+ New Application

My Applications

Spot Verification Report * (Allowed formats: image/pdf. Maximum PDF File Size: 2 MB)

24 Aug 2025

Choose file

No file chosen

Upload

Geo tagged image (Allowed formats: image/pdf. Maximum PDF File Size: 2 MB)

Choose file

No file chosen

Upload

Sketch Map (Allowed formats: image/pdf. Maximum PDF File Size: 2 MB)

Choose file

No file chosen

Upload

Back To Applications

Save & Submit

(Fig 1.4)

- After you click on **Upload SV Report**, you will be taken to a new screen where you need to upload required documents. This section ensures that your application has all the necessary supporting files.
- The first option is for uploading the **Spot Verification Report**. Here, you will see a date field and a **Choose File** button. Click on **Choose File** to select the report from your computer or mobile device. Once selected, press the **Upload** button on the right to attach it successfully.
- The second option is for uploading a **Geo-tagged Image**. This image must be related to the land site and should be in the allowed format (image or PDF, maximum size 2 MB). Again, click **Choose File**, select the image, and press **Upload**.
- The third option is for uploading the **Sketch Map** of the property. This map should also be in the allowed format (image or PDF, maximum size 2 MB). Use the **Choose File** button to select the file and then press **Upload** to attach it.
- Once you have uploaded all the required files, scroll down and click on the **Save & Submit** button. This step will complete the submission of your documents and move your application forward for processing.
- If you are not ready, you can also go back using the **Back to Applications** option without submitting, illustrates in figure 1.4.

The screenshot displays the 'GOVERNMENT OF SIKKIM' application portal. On the left is a dark blue sidebar with 'Dashboard', '+ New Application', and 'My Applications'. The main content area shows three upload sections, each with a date field, a 'Choose file' button, a 'No file chosen' status, a 100% progress bar, and a 'Change' button. The sections are: 'Spot Verification Report' (date: 24 Aug 2025), 'Geo tagged image', and 'Sketch Map'. All three show 'File Uploaded Successfully'. At the bottom right is a 'Save & Submit' button, and at the bottom left is a 'Back To Applications' button.

Field	Value	Status	Action
Date	24 Aug 2025		
File Selection	Choose file No file chosen		
Progress	100%	File Uploaded Successfully	Change
Document Type	Spot Verification Report		
File Selection	Choose file No file chosen		
Progress	100%	File Uploaded Successfully	Change
Document Type	Geo tagged image		
File Selection	Choose file No file chosen		
Progress	100%	File Uploaded Successfully	Change
Document Type	Sketch Map		

(Fig 1.5)

- After you upload the documents, this screen confirms that your files have been successfully uploaded. You will see the **Spot Verification Report**, **Geo-tagged Image**, and **Sketch Map** marked as uploaded with progress bars. If you are not satisfied with any of the files, you can replace them using the **Change** button. Once you are happy with all the uploads, click on the **Save & Submit** button to continue and complete the submission process, illustrates in figure 1.5.

GOVERNMENT OF SIKKIM

Dashboard
+ New Application
My Applications

Application Details
Sunday, Aug 24, 2025

Application Reference No.
PRG/2025/A0000006

Status : SV Report Uploaded

Land Location

Application Reference No
PRG/2025/A0000006

District
PAKYONG_DISTRICT

Sub Division
PAKYONG SUB-DIVISION

Revenue Circle
PAKYONG REVENUE CIRCLE

District
PAKYONG BAZAR

Applicant Details

Applicant's First Name
TSHERING

Applicant's Last Name
BHUTIA

Applicant's Gender
Male

Fathers Name
TASHI BHUTIA

Mobile No
8521485236

Email ID

Address
TADONG GANGTOK

Property Details

Khatliyan No	Khasra No	Total Area	Area Being Sold	Remaining Area

Owner Details (Individual)

First Name	Middle Name	Last Name	Ver Name	Gender	Father Name	Ver Fath
BIPUL		CHETTRI		Male	RAHUL CHETTRI	

Family Member Name	Gender
RAHUL CHETTRI	Male

Buyer Details (Individual)

First Name	Middle Name	Last Name	Ver Name	Gender	Father Name	Ver Fath
BIPUL		CHETTRI		Male	RAHUL CHETTRI	

Family Member Name	Gender
RAHUL CHETTRI	Male

Applicant's Image

Applicant's Photograph

Applicant's Signature

Signature of the Applicant

Attached Documents

1

Old Parcha

2

COI of Buyer

Print
Back To My Applications

DILRMP, Government of Sikkim

(Fig 1.6)

At the end of the process, you will reach this final page, which shows the complete details of your application, including land location, applicant details, property details, owner and buyer information, along with uploaded documents and signatures. On this page, you have two simple options: you can click on **Print** if you want a copy of the application for your records, or you can click on **Back to My Applications** to return to the main list. After this step, your role is complete, and you just need to wait for the further process to continue from the concerned authorities.

THANK YOU