

**GOVERNMENT OF JAMMU AND KASHMIR**  
**OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION**  
**SRINAGAR/JAMMU**

**Notification,**  
**Jammu 31<sup>st</sup> January, 2026**

**S.O 25** - In exercise of the powers conferred under section 69 read with section 16A of the Registration Act, 1908 (Act XVI of 1908), the Inspector-General of Registration, Jammu and Kashmir, with previous approval of the Government hereby makes the following rules to regulate the digital execution of documents, paperless registration of documents, maintenance of electronic books, and issuance of certified copies from electronic records; namely

**PRELIMINARY**

**1. Short title, Extent and Commencement:-**

- 1) These rules shall be called the Jammu and Kashmir Digital Execution and Paperless Document Registration Rules, 2025.
- 2) They shall apply to whole of the Union Territory of Jammu and Kashmir.
- 3) They shall come into force from the date of publication in the Official Gazette.

**2. Definitions:-**

- a) "**Act**" means the Registration Act, 1908 (XVI of 1908);
- b) "**Authorized application**" means any software/portal as developed for the purpose of registration by National Informatics Centre (NIC) Pune, National Informatics Centre , J&K and other stakeholders, including the National Generic Document Registration System (NGDRS), as approved by the Inspector-General of Registration, for the purpose of digital registration;
- c) "**App-based signature**" means an electronic signature as defined under the Information Technology Act, 2000 and the rules notified there under and as implemented in the workflow on NGDRS portal;

- d) "**Digital execution**" means execution of any document through electronic means using NGDRS app-based signatures module, or through Digital Pads, DSC etc. through an authorized platform, without physical signing;
- e) "**Electronic record**" shall have the same meaning as defined under section 2(1)(t) of the Information Technology Act, 2000;
- f) "**Electronic signature**" shall have the same meaning as defined under section 2(1)(ta) of the Information Technology Act, 2000;
- g) The Words and expressions used but not defined herein shall have the same meaning as are respectively assigned to them in the Act and the Information Technology Act, 2000.

## **DIGITAL EXECUTION AND PAPERLESS REGISTRATION MODULE**

### **3. Paperless Registration Module and Digital Execution of Documents.**

- (1) The Inspector General of Registration shall ensure the development and operationalization of a Paperless Registration Module within the National Generic Document Registration System (NGDRS). This initiative shall be in accordance with the provisions of the Information Technology Act, 2000, and section 16A and section 69(aa) of the Registration Act, 1908 and all instruments/documents except as those mentioned in Schedule I of the Information Technology Act, 2000 can be executed and registered digitally. The module shall facilitate the generation, execution, and registration of documents in a completely digital format, without requiring the submission or retention of physical paper copies.
- (2) The module shall allow citizens to prepare their documents digitally by selecting from a set of legally approved editable deed templates available on the NGDRS portal. Once drafted, the parties to the document shall execute the same by affixing their electronic signatures either through a QR code-based e signature application or using a digital signature pad or any digital form of signature as per the Information Technology Act, 2000. The final endorsement and order of registration shall be digitally signed by the Sub-Registrar using a secure Digital Signature Certificate (DSC).
- (3) All documents processed through this system shall be treated as legally valid originals and stored in secure digital repositories, with appropriate encryption,

access controls, and audit trails in compliance with applicable data protection laws and the Information Technology Act, 2000.

## **CENTRALIZED DIGITAL RECORD STORAGE AND SECURITY**

### **4. Centralized Digital Record Storage and Security:-**

All records, including registers, documents, and related data as required to be maintained by the offices of registering officers, shall be stored in a State Data Center established in Jammu and Kashmir . The data center equipped with security infrastructure shall, in due course, be supplemented by geographically distinct cloud based Disaster Recovery (DR) Center(s) to ensure data redundancy, business continuity, and protection against data loss. The digital records shall be stored in encrypted formats, and access to the data center shall be strictly regulated through role-based permissions, strong authentication protocols, and audit trails.

### **5. Preservation and Safe Custody Of Digital Records And Periodic Audits:-**

- (1) The State Data Center shall be responsible for the preservation, integrity, and secure custody of all digital registration records, including archival data that has been and will be migrated or transferred into the centralized storage system managed by the Registration Department to maintain the reliability and security of these records, digital audits shall be carried out as mandated by the relevant guidelines .These audits will include system integrity checks, monitoring of access logs, verification of automated backups, and scans for any anomalies such as unauthorized access attempts or data corruption.
- (2) In the event of any compromise due to cyber threats, hardware failure, natural disasters, or other unforeseen events, the Inspector General of Registration (IGR) shall be immediately intimated through the escalation matrix defined in the Department's Cyber Crisis Management Plan (CCMP).

## **LEGAL SANCTITY OF DIGITALLY EXECUTED DOCUMENTS**

### **6. Authority for Digital Execution.-**

- (1) All documents required or permitted to be registered under the Act may be executed digitally with app-based signatures or Digital Pads etc. via institutional applications authorized by the Inspector-General of Registration.

(2) The Digital execution through such channels shall be deemed to be legally equivalent to physical signing and execution, for all purposes under the Registration Act, 1908.

(3) No registration office shall refuse a document solely on the ground that it is digitally executed as per these rules.

#### **7. Standards for App-Based Signatures and electronic Signatures:-**

The National Informatics Centre (NIC) Pune will ensure minimum standards for App based signatures and electronic signatures be used for registration which shall ensure proper authentication, as per Information Technology Act, 2000 and relevant rules.

#### **8. Legal Presumptions for Digital Execution:-**

Every document executed as per rule 4 shall carry, under these rules and section 85 and section 86 of the Bharatiya Sakshya Adhinyam, 2023, the following presumptions:

- (a) Authenticity: considered authentic unless proven otherwise;
- (b) Integrity: presumed unaltered unless evidence to the contrary;
- (c) Authorization: signature attributed to the purported signatory;
- (d) Consent: contents presumed to have been assented to.

#### **9. Identity Verification for Digital Execution:-**

Every party shall be verified prior to digital execution using any one or more of—

- a) Aadhaar eKYC: biometric or OTP etc. Digi-Locker or other approved government e-identity or Government/Registrar-issued digital certificate
- b) Verification logs and audit trails must be stored, time stamped, and accessible

#### **10. Witnessing in Digital Execution.-**

(1) Where witnesses are required under any of the provisions of the Act, their authentication may occur via: concurrent or subsequent identity verification under rule 6 and Digital or app-based signature by the witness.

(2) Such electronic witnessing shall be deemed equivalent to physical one for the purposes of the Registration Act, 1908.

#### **11. Document Integrity and Non-Repudiation.-**

(1) Each digitally executed document shall record a cryptographic hash for content and digital block chain or distributed ledger reference, when and where implemented.

(2) Any post-execution change or tampering shall invalidate the registration.

### **ELIMINATION OF PHYSICAL BOOKS AND EXCLUSIVE ELECTRONIC STORAGE**

#### **12. Digital Register Books.-**

(1) The register books required under section 51 of the Act, shall be maintained in digital form, hosted securely on a centralized registration system i.e NGDRS. These digital registers shall:

a) be structured with predefined digital templates containing all mandatory metadata fields and headings,

b) maintain perpetual volume numbering, unique across all jurisdictions, not resetting with the calendar year,

(2) Record and audit every change or entry through time-stamped logs and user specific digital signatures. Inspector General Registration would prescribe the formats for this purpose.

#### **13. Digital Authentication of Entries in Register Books:-**

In the digital registration system, all entries made in Digital Register Books Nos. 1, 3, and 4 shall be automatically generated as exact digital replicas of the original registered documents submitted through the official online portal. IGR would prescribe the formats for this purpose.

#### **14. Digital Indexes to be Maintained on Centralized Electronic Platform:-**

The indexes mandated under sections 54 and 55 of the Registration Act, 1908 shall be maintained entirely in digital format using standardized electronic templates prescribed and managed by the Inspector General of Registration (IGR). These



centralized digital indexes shall be integrated into the registration system's database and made searchable through the official registration portal, with secure access controls.

#### **15. Exclusive Electronic Books.-**

- (1) Pursuant to section 69(aa) and section 16A of the Registration Act, 1908, all books required under section 51 of the said Act shall henceforth be maintained only in electronic form on an officially sanctioned platform.
- (2) No physical register or bound book of such documents shall be maintained or recognized, except as an exceptional backup, in the event of an electronic system failure beyond 24 hours.

#### **16. Technical Standards for Electronic Book Maintenance:-**

The Designated books shall be:

- (a) Stored securely on State Data Centre with backup at a distinct geographically located site.
- (b) It should be Backed by blockchain, distributed ledger, or a system producing immutable audit logs;
- (c) Each entry shall include timestamp, cryptographic hash, and relevant party data;
- (d) Access to be strictly role-restricted and security-audited.

#### **17. Structure and Access of Electronic Books.-**

- (1) The Books must comply structurally with statutory nomenclature:
  - (a) Book I: Non-testamentary documents.
  - (b) Book II: Refusals
  - (c) Book III: Wills and adoptions
  - (d) Book IV: Miscellaneous
- (2) Each entry is full-text searchable and cross-referenced with revenue/property datasets.
- (3) Changes or corrections may only occur by official procedure, with entire amendment history logged.
- (4) IGR would prescribe the metadata entries for maintenance of Index and Format.

### **18. Data Entry, Validation, and Audit.-**

- (1) On completion of registration, the entries must be automatically generated and validated in real-time against prescribed data fields.
- (2) Application must automatically check for duplicate/erroneous data.
- (3) Full audit trails of data entry and modification are mandatory and immutable.

### **19. Backup and Recovery:-**

- (1) Real-time replication to secondary servers.
- (2) State Data Centre would be the nodal agency for the same and the same should be maintained in consultation with NIC Pune. Incremental backup shall be maintained as per Standard Practices of the Ministry of Electronics and Information Technology (MEITY), Government of India.

### **20. Digitization of Existing Physical Records.-**

- (1) All legacy physical books must be digitized and securely indexed in the new electronic books within 24 months of commencement of the paperless registration regime.
- (2) Validity and evidentiary value of digitized records shall be equivalent to original physical documents.

## **CERTIFIED COPIES FROM ELECTRONIC RECORDS**

### **21. Exclusive Electronic Certified Copies.-**

- (1) All certified copies for any registration office shall be issued exclusively from electronic books.
- (2) No physical copy shall be supplied except in cases of technical infeasibility or as prescribed for special cases by the Inspector General of Registration.

### **22. Security and Verification Requirements.-**

- (1) Each certified copy shall have:
  - (a) Digital signature of Registrar/Sub-Registrar and E – seal
  - (b) Unique serial number



- (c) QR code linking to online verification and cryptographic hash
- (d) Visual digital watermark marking it as "CERTIFIED TRUE COPY"
- (e) Source system log metadata (date, official, office, time)

### **23. Issue Process for Certified Copies.-**

- (1) The certified copies to be applied for upon payment of fee if any shall be, downloaded online or via mobile app with robust user authentication (Aadhaar/Digi- Locker/OTP).
- (2) Optionally, Sub Registrar offices may also provide printout service for users unable to access digital services.

### **24. Verification of Certified Copies:-**

Any recipient, person, or authority may verify a certified copy:

- (a) Online by entering serial/QR/code
- (b) By API for bulk/third-party institutional access
- (c) Scanning QR code for instant verification portal
- (d) All verification events shall be logged and auditable.

### **25. Online Portal For Inspection And issue of Certified Copies:-**

The Inspector General of Registration (IGR) shall ensure the development and maintenance of a secure online portal through which applicants, as permitted under section 57 of the Registration Act, may request inspection of register books and indexes, and obtain certified copies of documents. All such inspections shall be conducted digitally through the portal and subject to verification of the applicant's identity and eligibility. The system shall allow only read-only access to prevent unauthorized downloading, copying, or editing of records. Watermarking and access logs shall be implemented to ensure security, traceability, and integrity of data.

### **26. Fees.-**

- (1) The fee shall be notified by Inspector-General of Registration, J&K which must be collected electronically and the rates would be same as already notified rates for physical copies.
- (2) The receipt of fee shall automatically be receipted and logged.

## IMPLEMENTATION, TRANSITION, MISCELLANEOUS

### 27. Effective Date and Transition Provisions.-

- (1) These rules apply to all the documents to be registered under the Registration Act, 1908 except as mentioned in schedule I of the Information and Technology Act, 2000, and certified copies issued thereof.
- (2) Pre-existing paper records shall remain valid and available till digitization.

### 28. Grievance Redressal:-

Online mechanism for reporting errors, delays, or fraud with resolution timelines and escalation. A dedicated grievance redressal mechanism shall be established within the Registration Department to address any complaints, technical issues, or disputes related to the paperless registration system. This mechanism will serve as a single window platform for citizens and stakeholders to file grievances related to digital document execution, electronic registration processes, data retrieval, certified copies, payments, or system functionality. The mechanism shall adhere to clear timelines for resolution: It would have

- (a) Acknowledgment within 24 hours of receipt
- (b) Preliminary investigation and response within 5 working days
- (c) Final resolution or closure within 10 working days
- (d) Extension requiring applicant's consent, if needed for complex

**29. Amendments and Review:-** The Inspector General may with the prior concurrence of the Government amend these rules, as may be required for technological or legal changes, with official publication

  
Dr Bashir Ahmad Bhat IRS  
Inspector General of Registration J & K

No:IGR/Estt/04/2026/556

Dated: 31.01.2026

Copy to:

1. Financial Commissioner (Additional Chief Secretary) Revenue, J&K for kind information.

2. Commissioner/Secretary to Government, General Administration Department for kind information.
3. Commissioner/Secretary to Government, Department of Law, Justice and Parliamentary Affairs for kind information.
4. Secretary to Government, Revenue Department for kind information.
5. Secretary to Government, Information Technology Department for kind information.
6. Chief Executive Officer, Jammu and Kashmir e-Governance Agency (JaKeGA)
7. Head of Department, NIC J&K.
8. Head of Department, NIC Pune.
9. Additional Inspector General of Registration, Kashmir/Jammu.
10. General Manager, Government Press Jammu/Srinagar for publication in the Government Gazette
11. Registrars (All)
12. Sub Registrars (All)
13. In-charge Website [www.igr.jk.gov.in](http://www.igr.jk.gov.in)
14. Office Record