



**STANDARD OPERATING PROCEDURES (SOPS) FOR IMPLEMENTATION OF THE
ELECTRONIC REGISTRATION (E-REGISTRY) SYSTEM IN SUB-REGISTRAR
OFFICES, KHYBER PAKHTUNKHWA**

These Standard Operating Procedures, hereinafter referred to as the “E-Registry SOPs,” shall govern the conduct, procedure, and operational framework for Electronic Registration (E-Registry) in Sub-Registrar Offices throughout the Province of Khyber Pakhtunkhwa.

1. Legal Authority

These Standard Operating Procedures (SOPs) are issued under and in pursuance of the Registration Act, 1908, as applicable to the Province of Khyber Pakhtunkhwa; the West Pakistan Registration Rules, 1929; the Stamp Act, 1899; the Khyber Pakhtunkhwa E-Stamping Rules, as notified from time to time; and the lawful directions, instructions, and approvals of the Board of Revenue, Government of Khyber Pakhtunkhwa.

The SOPs are intended to operationalize and facilitate the implementation of the aforesaid statutory provisions through an electronic registration framework. They are procedural in nature and do not amend, override, or otherwise alter the scope, intent, or legal effect of any law, rule, or regulation for the time being in force.

2. Purpose

In furtherance of Sections 17, 17A, 18, 32 to 35, 51, 52, 58 to 60, and 87 of the Registration Act, 1908, these Standard Operating Procedures (SOPs) are framed to provide a structured and legally compliant framework for the electronic registration of instruments. The SOPs aim to digitize the process of registration, Ensure lawful admission of execution, Maintain statutory registers electronically and Secure public records against tampering.

3. Applicability

These SOPs shall apply to all Sub-Registrar Offices notified by BoR KP for the implementation of the E Registry in Khyber Pakhtunkhwa, All documents registrable under Sections 17 and 18 and all officers and staff performing registration functions.

4. Role / Status of Sub-Registrar (Statutory Functions)

In accordance with Sections 6, 7, and 8 of the Registration Act, 1908, the Sub-Registrar shall continue to function as the sole statutory authority competent to register instruments within his or her jurisdiction. The introduction of the E-Registry system constitutes only a procedural and technological mode for the exercise of existing statutory powers and functions and shall not be

construed as a delegation, transfer, or dilution of the lawful authority vested in the Sub-Registrar under the Act.

5. Personal Responsibility

Under Sections 34 and 35 of the Registration Act, 1908, the Sub-Registrar shall personally satisfy himself as to the identity of the executants and the due execution of the instrument in accordance with law. The admission of execution shall be recorded through the E-Registry system, and the Sub-Registrar shall digitally approve or refuse registration strictly on the basis of his independent statutory satisfaction.

No level of system automation, electronic workflow, or technological facilitation shall substitute, override, or dilute the personal statutory responsibility and legal discretion vested in the Sub-Registrar under the Act.

6. Determination of Registrability

Prior to acceptance of any instrument for registration, the Sub-Registrar shall determine its registrability in accordance with law. The Sub-Registrar shall ensure that the instrument is of a nature falling within the ambit of Section 17 (compulsory registration) or Section 18 (optional registration) of the Registration Act, 1908, that it is not prohibited or barred from registration under any provision of law for the time being in force, and that the territorial and subject-matter jurisdiction is correctly established in terms of Sections 28 to 30 of the Act.

7. Stamp Duty Verification

In accordance with the provisions of the Stamp Act, 1899, and the Khyber Pakhtunkhwa E-Stamping Rules, all instruments presented for registration shall bear a valid Khyber Pakhtunkhwa E-Stamp reflecting the requisite stamp duty. Verification of stamp duty shall be carried out through the E-Registry system by validating the E-Stamp details against the official electronic database.

Any instrument in respect of which stamp duty cannot be duly verified, shall not be admitted for registration and shall not proceed further in the registration process.

8. Presentation of Documents

In accordance with Section 32 of the Registration Act, 1908, instruments shall be presented for registration by the executant, the claimant, or a duly authorized agent in the manner prescribed by law. Documents shall be physically presented for the purpose of scanning and digitization and shall thereafter be processed electronically through the E-Registry system. The system shall mandatorily record the identity of the person presenting the document, along with the exact date and time of presentation, so as to ensure transparency, traceability, and compliance with statutory requirements.

9. Time of Presentation

In accordance with Section 23 of the Registration Act, 1908, the E-Registry system shall not accept any instrument presented for registration beyond the prescribed statutory period. Documents presented after the expiry of the said period shall be processed only where delay has been duly condoned in accordance with Section 25 of the Act, and only upon fulfillment of all conditions and formal approvals required thereunder.

10. Identification of parties, identity & biometric verification

In accordance with Section 34 of the Registration Act, 1908, the Sub-Registrar shall ensure the proper identification of all executants and witnesses appearing for the registration of an instrument. Identification shall be carried out through valid CNIC-based credentials, and, where applicable, through biometric verification conducted via NADRA as proof of identity. The use of biometric verification shall be subject to the finalization and enforceability of the relevant Memorandum of Understanding (MoU) and/or Service Level Agreement (SLA) between the Board of Revenue, Government of Khyber Pakhtunkhwa, and NADRA, and shall be implemented strictly in accordance with the terms and conditions thereof.

Where biometric verification is unsuccessful or cannot be completed for valid reasons, the Sub-Registrar shall record the reasons for such failure electronically through the E-Registry system. In such cases, alternative modes of identification permissible under law shall be adopted to establish the identity of the concerned parties. All instances of biometric exceptions shall be properly flagged within the system and maintained in a manner that ensures they are auditable, reviewable, and subject to supervisory and legal scrutiny, in order to safeguard transparency and accountability.

11. Admission of Execution (Section 35)

In accordance with Section 35 of the Registration Act, 1908, the execution of an instrument shall be admitted electronically before the Sub-Registrar. The statement of the executant admitting execution shall be duly recorded through the E-Registry system, and such admission shall take place in the presence of the required witnesses, in accordance with the provisions of law.

Where the execution of an instrument is denied by the executant or otherwise fails to be duly admitted in accordance with law, the Sub-Registrar shall refuse registration of the document. The reasons for such refusal shall be clearly and contemporaneously recorded electronically through the E-Registry system, and the concerned parties shall be duly informed of the refusal along with the available legal remedies as provided under the Registration Act, 1908.

12. Endorsements & Registration

Upon lawful admission of execution, the E-Registry system shall generate the statutory endorsements as required under Section 58 of the Registration Act, 1908. Such endorsements shall include the fact of admission of execution, the signatures/ thumb impressions of the executant(s)

and witnesses as recorded electronically, the date of registration, and the name and particulars of the registering office. All endorsements shall form an integral part of the electronically registered instrument and shall carry the same legal validity as endorsements made in the conventional manual process.

13. Certificate of Registration

Upon completion of the registration process in accordance with law, a digital Certificate of Registration shall be generated and issued through the E-Registry system. Such certificate shall be deemed conclusive proof of registration for all legal and official purposes and shall be digitally signed by the Sub-Registrar in the manner prescribed, carrying the same legal validity and evidentiary value as a manually issued certificate under the Registration Act, 1908.

14. Maintenance of Registers (Electronic Equivalent of Statutory Books)

In accordance with Section 51 of the Registration Act, 1908, all statutory books required to be maintained in the office of the Sub-Registrar shall be maintained exclusively in electronic form through the E-Registry system. The electronic registers shall constitute the lawful and complete equivalent of the prescribed statutory books, namely Book I relating to non-testamentary documents, Book II relating to non-registrable documents, Book III relating to wills, and Book IV relating to miscellaneous. With the implementation of the E-Registry system, the maintenance of manual books shall stand discontinued, and no parallel manual record shall be kept.

15. Indexes

In accordance with Section 55 of the Registration Act, 1908, Indexes I to IV shall be generated and maintained automatically through the E-Registry system. These electronic indexes shall be fully searchable and shall possess the same legal validity, authenticity, and evidentiary value as the manual indexes prescribed under the Act, serving as the official record for reference and retrieval purposes.

16. Grounds of Refusal

In accordance with Section 71 of the Registration Act, 1908, registration of an instrument may be refused only on grounds expressly provided under the law. Any such refusal shall be supported by clearly recorded reasons and shall be issued through a reasoned and digital order generated by the E-Registry system, ensuring transparency, accountability, and legal sustainability.

Refusal Register shall be maintained electronically through the E-Registry system, recording all orders of refusal along with the reasons thereof. Such orders shall be subject to appeal and other legal remedies as provided under the law, and the electronic record shall serve as the official and authoritative register for this purpose.



17. Certified Copies and Searches / Right to Search

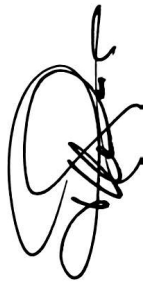
In accordance with Section 57 of the Registration Act, 1908, public shall have the right to conduct searches of registered documents and indexes through the E-Registry system, subject to the conditions and limitations prescribed by law. The public shall also be entitled to obtain information and certified copies of registered documents in electronic form, in the manner and on payment of fees as prescribed, with such electronic copies carrying the same legal validity as certified copies issued through the manual process. Certified copies of registered documents shall be issued electronically through the E-Registry system. Such certified copies shall bear a unique QR code or other secure verification mechanism to enable authenticity verification and shall have full legal admissibility and evidentiary value for all purposes, equivalent to certified copies issued in manual form.

18. Ahli (Special) Commission under E-Registry System

In pursuance of Part VII of the Registration Act, 1908 (Of Enforcing the Appearance of Executants and Witnesses), read with Sections 38 and 39 of the said Act and Rule 108 of the West Pakistan Registration Rules, 1929, an Ahli (Special) Commission may be appointed by the Sub-Registrar in a specific registration case where the personal appearance of an executant or witness before the registration office is not feasible due to bodily infirmity, confinement, legal exemption, or any other lawful cause rendering such appearance impracticable. The appointment of the Ahli Commission shall be case-specific and shall not constitute a standing or permanent commission.

The Ahli (Special) Commission shall be appointed solely by the Sub-Registrar, being the statutory registering authority under the Registration Act, 1908, and may consist of a Revenue Officer or a duly licensed Advocate, as permissible under Rule 108 of the West Pakistan Registration Rules, 1929. The Commission shall be authorized only to verify identity, examine the executant or witness, and record the admission or denial of execution, along with necessary statements, through the E-Registry system. All proceedings of the Commission shall be electronically recorded and shall form part of the official registration record.

The report of the Ahli (Special) Commission shall be submitted electronically to the Sub-Registrar for further action. The Sub-Registrar shall independently satisfy himself in accordance with Sections 34 and 35 of the Registration Act, 1908, and shall retain exclusive authority to admit or refuse registration. The appointment and functioning of the Ahli Commission shall not be construed as a delegation or dilution of statutory powers and shall operate strictly as a procedural facilitation mechanism within the E-Registry framework.



19. Record Security, Audit and Accountability

As per the tripartite Service Level Agreement (SLA) among the BOR, KPITB and Bank of Khyber (BoK) all electronic records maintained through the E stamp / E-Registry system shall be secured through appropriate technical and administrative safeguards to ensure that they are tamper-proof and protected against unauthorized access, alteration, or loss. Regular, preferably daily, automated backups of all records shall be maintained, and such records shall be preserved

permanently in accordance with statutory retention requirements and approved archival policies. The responsibility for ensuring the security, integrity, backup, and long-term preservation of electronic records shall rest with the KPITB Application, Database, and Cyber Security Teams, working in close coordination with the Board of Revenue E-Stamp Technical Team, under the overall oversight and directions of the Board of Revenue, Government of Khyber Pakhtunkhwa.

20. Audit and Inspection (Section 87)

In accordance with Section 87 of the Registration Act, 1908, the Inspector-General of Registration and/or the Board of Revenue, Government of Khyber Pakhtunkhwa, may inspect, examine, and audit the records, proceedings, and operations of the E-Registry system. All digital logs, system audit trails, and electronically maintained records shall constitute the official and authoritative record for the purposes of inspection, supervision, and accountability, and shall be produced whenever required under the law.

21. Prohibitions and Discipline

In order to ensure transparency, integrity, and strict legal compliance in the operation of the E-Registration System, the following acts are strictly prohibited. No manual registration of instruments shall be carried out where the E-Registry system has been notified and made operational. Back-dated entries, manipulation of dates, or retrospective alterations of records in any form are not permissible. Unauthorized access to the E-Registry system, databases, or digital records, whether by officials or any other person, is strictly prohibited and shall attract disciplinary and legal action in accordance with the applicable laws and rules.

22. Misconduct

Any violation of these Standard Operating Procedures (SOPs), misuse of the E-Registry system, or failure to comply with the prescribed processes and controls shall constitute misconduct. Such acts or omissions shall attract disciplinary action under the applicable service rules, laws, and regulations, without prejudice to any other legal proceedings that may be initiated under the relevant statutes.

23. Complaints / Grievance Redressal

Complaints relating to the E-Registration process or the functioning of the E-Registry system may be lodged through multiple authorized channels. Such complaints may be submitted online through the designated electronic platform, recorded at the Sub-Registrar Office (SRO) help desk, or filed directly with the Board of Revenue, Government of Khyber Pakhtunkhwa. All complaints shall be processed, tracked, and disposed of in accordance with the prescribed grievance redressal mechanism to ensure timely and transparent resolution.

24. Effective Date and Supersession / Commencement

These Standard Operating Procedures (SOPs) shall come into force with effect from the date notified by the competent authority. Upon such commencement, all previous instructions, orders,

procedures, or practices inconsistent with these SOPs shall stand superseded to the extent of such inconsistency.

These Standard Operating Procedures (SOPs) do not amend, override, or alter the provisions of the Registration Act, 1908, or any rules framed thereunder. They are intended solely to operationalize and facilitate the implementation of the statutory framework through electronic means, while ensuring that all legal requirements, safeguards, and procedural protections prescribed under the law remain fully intact and enforceable.

These SOPs may be reviewed, revised, or amended from time to time by the competent authority in light of the operational requirements legal changes, or evolving system needs.

With the approval
of Senior Member
Board of Revenue

Endst: No. & date even.

Copy forwarded to the: -

1. Member (S & C, Taxes), Revenue & Estate Department, Khyber Pakhtunkhwa
2. Member (Admin), Revenue & Estate Department, Khyber Pakhtunkhwa
3. Inspector General of Registration (IGR), Khyber Pakhtunkhwa for necessary action, please
4. Director Land Records, Revenue & Estate Department, Khyber Pakhtunkhwa
5. Deputy Commissioner, Peshawar
6. Managing Director, KP IT Board for necessary action, please
7. Deputy Director (Technical), KP IT Board for necessary action, please
8. Private Secretary to Senior Member Board of Revenue. Khyber Pakhtunkhwa
9. Sub Registrar of all the Districts (where the E- Registry is implemented) for necessary action, please
10. Master file



Atta Ur Rehman
Project Director (E-Stamp)