

SoP for Non Encumbrance Certificate

Step 1

•Apply manually to SRO for 12 years search / inspection.

Step2

•Application form is accepted by SRO.

Step3

•Fee for issuing 12 years search certificate is Rs 05/- per year, maximum is Rs 100/- and application fee is Rs 05/- only, and for issuing 12 years search certificate in connection with the execution of a decree under rule 327 of the manual a fixed fee of Rs 12/- shall be charged when the valuation of the decree does not exceed Rs 3000/-. When the valuation of the decree exceeds Rs 3000/- a fee at the rate of one rupee per thousand shall be levied subject to a maximum of Rs 100/-.

Step4

•As per record of 12 years, search / inspection is done by SRO.

Step5

•After search / inspection, as per record SRO issues Non Encumbrance Certificate within 1 day.

Step 6

•Free searches by government officials shall be allowed by registering officer under rule 348 of the manual.