

ई-फेरफार सामान्य प्रश्न व प्रतिक्रिया

1. ऑनलाइन फेरफार प्रणाली वापरण्यापूर्वी काही प्रक्रिया आहे का?

- तलाठी,मंडळ अधिकारी व फेरफार कक्ष(Mutation Cell) यांनी ऑनलाइन फेरफार प्रणाली वापरण्यापूर्वी करावयाचे काम
 १. डिजीटल सिग्नेचर प्रोव्हाइडरच्या व्हेन्डरप्रमाणे (NCSI / Ncode), डिजीटल सिग्नेचर ड्राव्हर सॉफ्टवेअर डाउनलोड व इन्स्टोल करा. तसेच मॅन्युअलमध्ये दिल्याप्रमाणे Internet Explorer च्या सेटींग्ज करा.
 २. ई-फेरफार प्रणाली वापरून Digital Signature Activex Component डाउनलोड व इन्स्टोल करा.
 ३. Forticlient डाउनलोड व इन्स्टोल करा.
- DBA ने करावयाचे काम -
 १. तालुक्यासाठी नेमलेल्या फेरफार कक्ष च्या सेवार्थ आयडी वरून DBA ने फेरफार कक्ष चे लॉगिन create करावे.
 २. तलाठी,मंडळ अधिकारी व फेरफार कक्ष यांना त्यांच्या डिजीटल सिग्नेचरसहित तालुक्याला बोलावून त्यांची डिजीटल सिग्नेचर रजिस्टर करावी.
- तलाठ्यांनी करावयाची कामे -
 १. प्रत्येक गावासाठी मॅन्युअल सिस्टीमच्या शेवटच्या फेरफार क्रं. प्रमाणे, सॉफ्टवेअरमध्ये शेवटचा फेरफार क्रं. अध्यावत करावा.
 २. Pre-Signing activity **पुर्ण करावी.**
 ३. लॉगिन व गाव निवडा प्रक्रियानंतर Bulk Data Signing **पुर्ण करावे.**
 ४. लॉगिन व गाव निवडा प्रक्रियानंतर त्या गावासाठी PDF Generate कराव्या.

2. [Divisional HelpDesk Details](#) पाहण्यासाठी येथे क्लिक करा

3. Mutation Entry व Mutation Certification ची **Standard Operations Procedure**

(SOP) काय आहे?

- Refer Following link for getting answer :
[Standard Operation Procedure\(SOP\)](#)

4. फेरफारनिहाय **Standard Operations Procedure (SOP)** काय आहे?

- Refer Following link for getting answer :

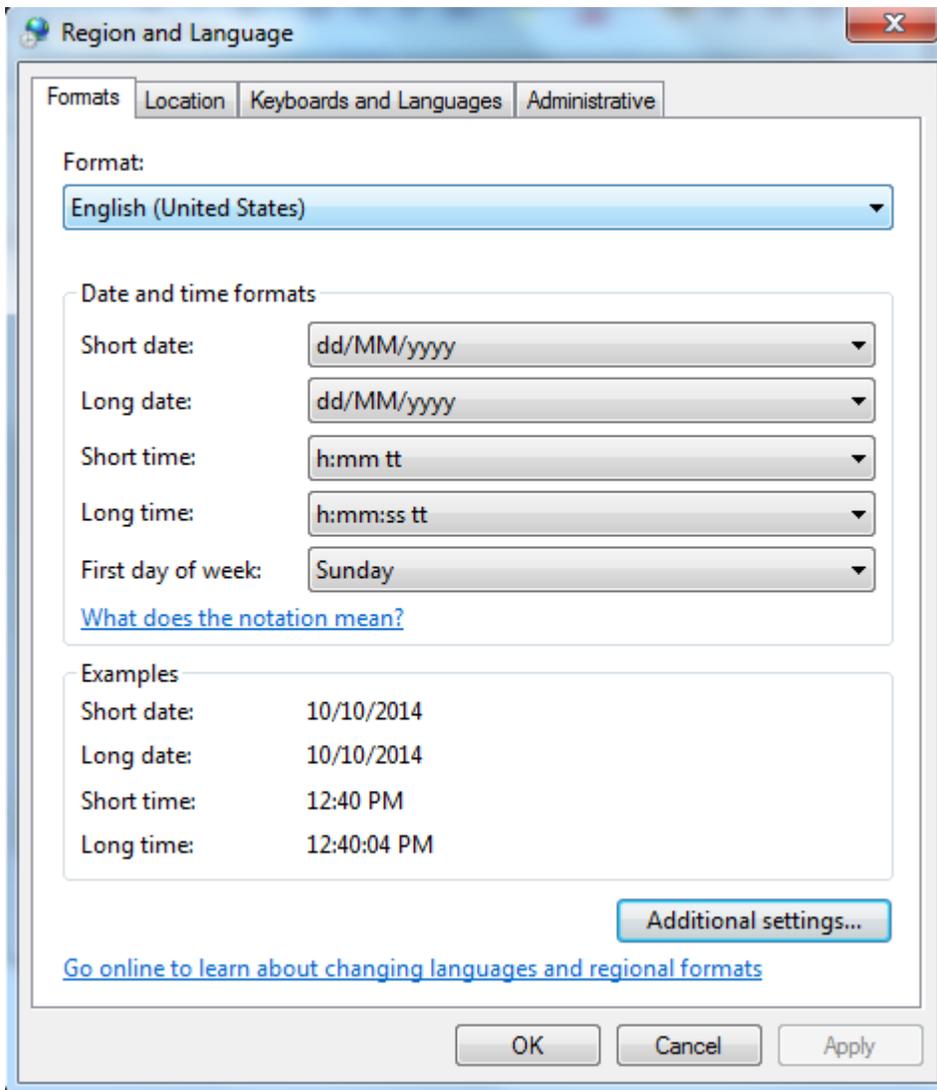
[फेरफारनिहाय Standard Operation Procedure\(SOP\)](#)

5. [डिजीटल सिग्नेचरशी संबंधीत सामान्य प्रश्न व त्यांची उत्तरे पाहण्यासाठी येथे क्लिक करा.](#)

6. **ई-फेरफार प्रणाली वापरण्यासाठी Date Time settings काय असाव्या?**

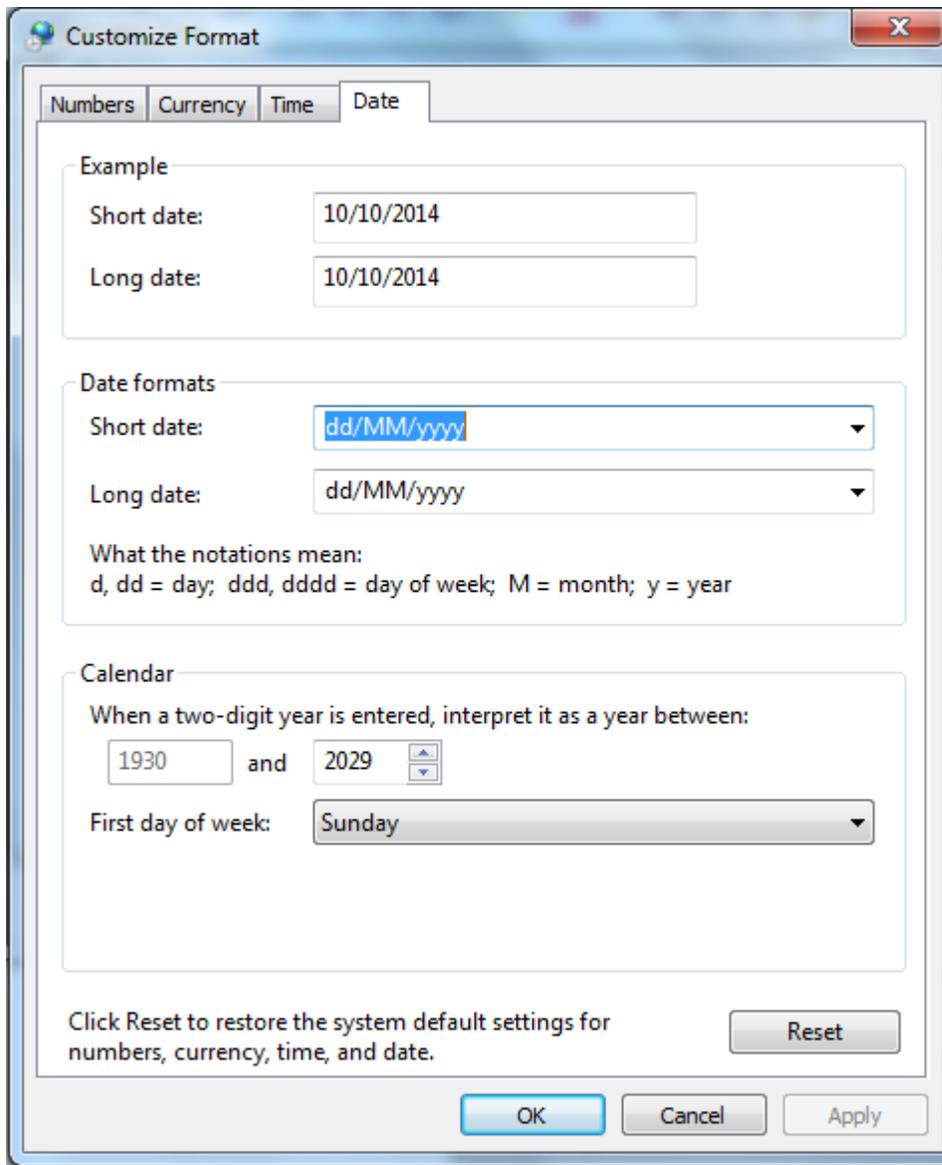
- Date Time setting should be done as per in given screen shots. 1.

Date Settings: Format: English (United States)



Customize Format:

Short date: dd/MM/yyyy
Long date: dd/MM/yyyy



7. What is eMutation Work flow for Registered Documents?

➤ Work flow for Registered Documents

The workflow for Registered Documents is shown with respect to roles for SRO, Mutation Cell, Talathi & Circle Officer.

SRO Role: SRO will use iSarita Application in IGR MPLS Network. The Server is hosted on SDC. During the Document Registration, SRO / Operator will use Land Records Database using Web Service published on Land Records Server for

- 1] Requesting the Survey Number for a given Village, Tahsil and District
- 2] Viewing the 7/12 for a given Survey / Sub Survey Number
- 3] Recording Comment on viewing of 7/12 in iSarita
- 4] Requesting the name and area of seller using the khata number from Land Records database
- 5] Requesting the name of buyer using the khata number from Land Records database
- 6] SRO proceeds with Document Registration and transfers Registration data (A-Patruk data) to LR Server
- 10] SRO downloads the Notice-IX and Prints n+1 copies
- 11] SRO serves the Notice-IX copy to each of the Seller & Buyer present at SRO Office and takes their signature (as received) on +1 copy
- 12] SRO Scans and Uploads this copy to LR Server

Mutation Cell Role: Mutation Cell will use eMutation Application in LR BSNL Broadband Network. The Server is hosted on SDC. After the Document Registration, SRO will use Land Records Database using Web Service published on Land Records Server for

- 7] Mutation Cell verifies the data received from SRO for each entry of A-Patruk information
- 8] Mutation Cell generates the Ferfar Register (VF-VI) Entry with next mutation number as generated by the system and views the VF-VI. The Data in the database pertaining to this entry is digitally signed with digital signature of Mutation Cell in-charge.
- 9] Mutation Cell generates Notice-IX and Digitally signs the PDF Document (Notice-IX Report) with his/her Digital Signature

Talathi Role: Talathi will use eMutation Application in LR BSNL Broadband Network. The Server is hosted on SDC. After the SRO uploads the scanned copy of Notice-IX, the Talathi can

- 13] Generate the Notice again at his level in case he/she needs to serve it to rest of the people belonging to that survey
- 14] Can view the Notice-IX generated by the Mutation Cell In-Charge
- 15] Enter the Notice-IX serve date to all the parties

Circle Role: Circle Officer will use eMutation Application in LR BSNL Broadband Network. The Server is hosted on SDC. After the Talathi enters the Notice-IX served dates to all the parties, the Circle Officer

- 16] Fills the “PadtalaniSuchi” and enters his/ her remarks
- 17] Can view the Notice-IX generated by the Mutation Cell In-Charge
- 18] Views the “Purvavalokan (Preview)” of the mutation in order to view the pre – certification effects on the 7/12
- 19] If the preview generates proper and expected results then the Circle Officer can certify the mutation to take the final effects on the actual 7/12

8. What is the eMutation Work flow for Non-Registered Documents?

➤ **Work flow for Non Registered Documents**

The workflow for Non Registered Documents is shown with respect to roles for Talathi & Circle Officer.

Talathi Role: Talathi will use eMutation Application in LR BSNL Broadband Network. The Server is hosted on SDC. During the Mutation Entry, the Talathi will login using his/ her Sevarth Id and Password that was used during the Sevarth Id Registration and will

- 1] If for some reason, the village processing was not carried out in the offline module then the Talathi will carry it out in eMutation
- 2] Talathi will update the last mutation number if for some reason it could not be updated in the offline module

- 3] Talathi will carry out the Bulk Signing of the data before starting the eMutation
- 4] Talathi will enter the mutations
- 5] Talathi will generate the “Ferfar Register Utara (VF-VI)” and digitally sign it using his / her digital signature
- 6] Talathi will select the parties to send the Notice-IX
- 7] Talathi will generate the Notice-IX and serve it to the parties and after receiving the sign of the parties, will digitally sign the PDF
- 8] Talathi will enter the notice served date to all the parties to whom the notice was issued to

Circle Role: Circle Officer will use eMutation Application in LR BSNL Broadband Network. The Server is hosted on SDC. After the Talathi enters the Notice-IX served dates to all the parties, the Circle Officer

- 9] Fills the “PadtalaniSuchi” and enters his/ her remarks
- 10] Views the “Purvavalokan (Preview)” of the mutation in order to view the pre – certification effects on the 7/12
- 12] If the preview generates proper and expected results then the Circle Officer can certify the mutation to take the final effects on the actual 7/12
- 13] Before the final effects of the mutation take place on the 7/12, there is history maintenance of the 7/12 which captures the status of the 7/12 earlier to taking the effects of the current mutation. So that one can view the previous years’ 7/12 also
- 14] If for some reason the Circle Officer finds that the certification effects are not proper on the 7/12 then he can select the “फेरफार योग्यरीत्या प्रमाणित झाला नाही” option but if the effects are proper then he can select the “फेरफार योग्यरीत्या प्रमाणित झाला” option
- 15] Circle Officer will digitally sign the data of 7/12 once he / she is satisfied with the effects that have been taken on the 7/12

DBA Role: DBA will use eMutation Application in LR BSNL Broadband Network. The Server is hosted on SDC. The DBA will use his / her Sevarth Id and Password to login and will do the following,

- 16] DBA will do the Digital Signature Registration of Talathi and Circle Officer
- 17] DBA will create the Mutation Cell In charge for a Tehsil
- 18] DBA will update the master tables' data as and when required
- 19] The mutations that were not properly certified at the Circle Officer level will be made available to the DBA in order to take the necessary action on it viz. **Rollback** – The rollback operation will bring the 7/12 status to the earlier state before the mutation effects had taken place on it
- 20] DBA will assign the zp and vp rate for a tehsil
- 21] DBA will generate a rollback summary report which will depict the statistics of total roll backed mutations

9. What are the khata types available in LMIS?

➤ Khata Types are as follows:

Khata Type	Description of Khata Type	Khata Type	Description of Khata Type
1	व्यक्तिगत खातेदार	9	महाराष्ट्र शासनाची महामंडळे
2	संयुक्त खाते	10	केन्द्र शासनाचे खाते
3	सामाईक खाते	11	केन्द्र शासनाची अंगीकृत मंडळे
4	ए.कु.मॅ.	12	स्थानिक स्वराज्य संस्था
5	अ.पा.क.	13	सहकारी संस्था
6	अविभक्त कुटुंब खाते	14	शेक्षणिक संस्था
7	सरकार	15	सामाजिक संस्था
8	महाराष्ट्र शासनाचे विभाग	16	देवस्थाने

10. What is the Definition of Joint Holders (Samaik or Sanyukta Khata) according to MLRC-1966?

- joint holders" or "joint occupants" means holders or occupants who hold land as co-sharers, whether as co-sharers in a family undivided according to Hindu law or otherwise, and whose shares are not divided by metes and bounds; and where land is held by joint holders or joint occupants, "holder" or occupant", as the case may be, means all the joint holders or joint occupants;
There are many ways these records are maintained throughout the state currently

Case 1 : Share are not defined (This is correct way as per MLRC)

Survey Number : 18

Khata Number : 10 (There may be other khatas on this Survey)

Names of Owners and their Area

A

B

C

- - - - -

Joint Area : 6 H

Case 2 : Share are defined

Survey Number : 18

Khata Number : 10 (There may be other khatas on this Survey)

Names of Owners and their Area

A - 2 H

B - 2 H

C - 2 H

- - - - -

Joint Area : 6 H

Case 3 : Share are defined in form of Anne and Pai (Notional)

Survey Number : 18

Khata Number : 10 (There may be other khatas on this Survey)

Names of Owners and their Area

A - 5 Anne 4 Pai

B - 5 Anne 4 Pai

C - 5 Anne 4 Pai
- - - - -
Joint Area : 6 H

Case 4 : Share are defined ambiguously – some are having area, some are having Anne and Pai (Notional) and some are having no area against their names etc

Survey Number : 18

Khata Number : 10 (There may be other khata on this Survey)

Names of Owners and their Area

A - 2 H
B - 5 Anne 4 Pai
C -
- - - - -
Joint Area : 6 H

11. What is the Zero Percent or 100 Percent Concept?

- Every Talathi need to implement the concept of Zero Percent or 100 Percent. That is to say, that for a given joint khata, either of the 2 conditions apply
 1. No Shares are defined in that khata amongst the owners (**Zero Percent**)
a-0H, b-0H, c-0H – Khata **Total – 6H**
 2. All Shares are defined in that khata amongst the owners (**100 Percent**)
a-2H, b-2H, c-2H – Khata **Total – 6H** Or
a-5Anne 4 Pai, b-5Anne 4Pai c-5Anne 4 Pai

12. What is One time Khata Processing (Village Processing) ?

- In LMIS, the practice of putting area in a joint khata was against the first name. For Ex. If a,b,c are joint owners and have 6H of Land, the undivided 6H land was put against the first name on the khata i.e. against name of 'a'. This does not mean 'a' has all the share of land. So this share written against 'a' was later also maintained in a separate table called '8a' table where the survey number-khata number area was stored. **All such areas written against the first names in LMIS needs to be treated as zero percent or needs to be made zero for undefined shares (as they are maintained in table '8a').** Based

on areas mentioned against names, the Village Processing updates the '8a' table.

13. When the Bracketing of owner names happens?

- The bracketing of owner names will happen in either of 2 ways
 1. If No Shares are defined in that khata amongst the owners (**Zero Percent**)
All names will be bracketed, only when all the area the owners jointly hold is sold completely i.e. a,b,c has 6H and they sell all 6H, then their names will be bracketed as [a], [b], [c]
 2. All Shares are defined in that khata amongst the owners (**100 Percent**)
a-2H, b-2H, c-2H – Khata Total – 6H Or a-5Anne 4 Pai, b-5Anne 4 Pai
c-5 Anne 4 Pai

In this case, Sale in individual capacity will be allowed, i.e. 'c' is selling his share of 2 H and if 'c' sells all his 2 H, **then only his name will be bracketed**, similarly, 'b' also sells his whole share his name will also be bracketed and finally only 'a' will remain on that khata **and will get a new khata number or will be assigned an existing khata number** if 'a' has such khata on his single name or as the case may be (like a and b remain if only c sells his whole share)

3. For Khata Types 4 (**ए.कु.मँ.** Khata)

We must be clear as to who will take part in transaction for this khata type (only Ee Ku manager or all names on that khata). Will all area will be allowed to be sold by him/her (that ie. Here no compulsion of zero % or 100 % concept will be applicable). What if other persons try to sell area during document registration apart from the Ee Ku manager. In LMIS it was expected that the first name will be of Ee Ku manager. So this needs to be strictly followed by all concerned.

Bracketing to names on this type of khata will happen **if all area is sold by the Ee Ku manager**. All other non participating names on the khata will also get bracketed if all the area on this khata is sold by the Ee Ku manager.

4. For Khata Types 4 (अ.पा.क.Khata)

We must be clear as to who will take part in transaction for this khata type (only Aa Pa Ka or all names on that khata). Will all area will be allowed to be sold by him/her (that ie. Here no compulsion of zero % or 100 % concept will be applicable). What if other persons try to sell area during document registration apart from the Aa Pa Ka . In LMIS it was expected that the first name will be of Aa Pa Ka . So this needs to be strictly followed by all concerned

Bracketing to names on this type of khata will happen **if all area is sold by the Aa Pa Ka** . All other non participating names on the khata will also get bracketed if all the area on this khata is sold by the Aa Pa Ka .

5. Partially Defined Khata

Consider a case where there are say 10 owners on a piece of land. Now say 3 of the owners (e.g. A,B,C) are defining their shares among the complete area where 1 of the owners (say A) defines an individual share and 2 of the owners (say B & C) define their joint shares.

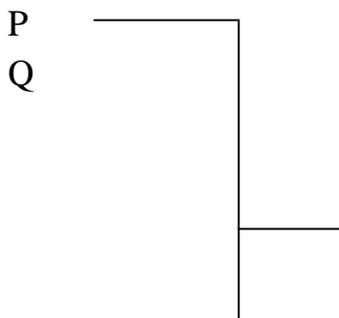
In the above case, if the khata number of all the 10 owners does exist on some other survey number also then the existing khata number of all the 10 owners will be bracketed and A will get a new khata number, B & C will get a new khata number and rest of the 7 owners will also get a new khata number.

But if this existing khata number does not exist on some other survey number then only the Partially Defined owners will get a new khata number i.e. in the above case only A and B,C will get new khata number and rest of the 7 owners will not get a new khata number (only A,B,C will not be part of their khata)

Following are some of the elaborate cases:

Case I: If A and B, C sale their complete share and their existing khata number is **not present on another survey** then A, B and C will be bracketed and no new khata number assignment will be made.

Suppose following are the names then,



R

S

[A]

Khata Number = 1000 (No Change in Khata Number)

T

[B]

[C]

U

V

Case II: If A and B, C sale their complete share and their existing khata number is present on another survey then A, B and C will be bracketed and new khata number assignment will be made.

Suppose following are the names then,

P

Q

R

S

[A]

Khata Number = 1000 (New Khata Number only for this survey number)

T

[B]

[C]

U

V

Case III: If A and B, C sale their partial share then their existing khata number will be bracketed and A, B and C will get new khatas and rest of the 7 owners will also get a new khata as shown below also the mutation number will be assigned to all the owners

P

Q

R

S

T

U

V

New Khata No: 1100

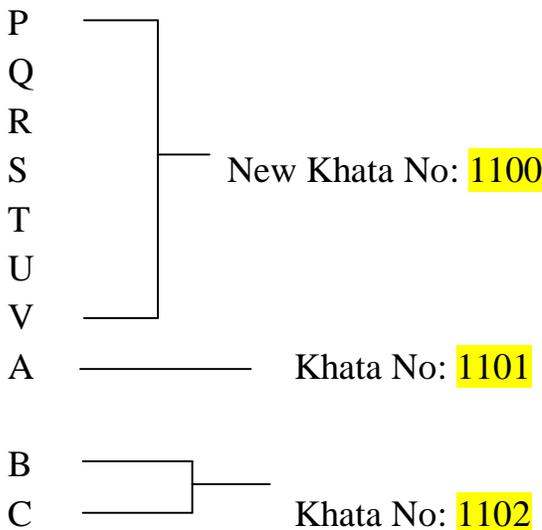
A ————— Khata No: 1101

B ————
C ———— Khata No: 1102

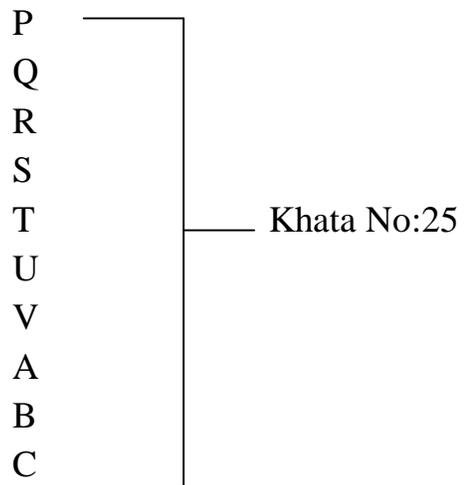
Case IV: If A and B, C sale their partial share then their existing khata number will be bracketed and A, B and C will get new khatas and rest of the 7 owners will also get a new khata as shown below also the mutation number will be assigned to all the owners and if this khata number exists on another survey number also then their existing khata number will be the same on that survey number.

Suppose existing khata number is 25 and it is present on say survey number 12/1 and 105/2 then following will be the effect,

Survey No : 12/1



Survey No : 105/2



14. What is the Bulk Data Signing by Talathi?

- [Click to see detail information](#)

15. What is the Digital Signing in eMutation?

- [Click to see digital signing details](#)

16. How is document registered at SRO / What is iSarita flow for registered documents?

- [SRO Flow Document](#)

17. What is the Mutation Cell Workflow for generating mutation register entry at Tahsil side ?

- [Mutation Cell Incharge Flow Document](#)