

From

Financial Commissioner Revenue &  
Additional Chief Secretary to Government of Haryana  
Revenue & Disaster Management Department, Chandigarh

To

1. All the Deputy Commissioners in the State.
2. State informatics Officer (SIO), Haryana, Chandigarh.
3. All the Tehsildars in the State.
4. All the District Informatics Officers (DIOs) in the State.


Memo No.1295-R-2-2023/5856, Chandigarh, dated 30<sup>th</sup> June, 2023

**Subject:- To enter complete data mentioned in the deed of sale, mortgage with possession, gift, exchange and family transfer in the HARIS system at the time of Registration thereof under the Registration Act, 1908 (Central Act 16 of 1908).**

As all of you are well aware that this Department, vide notification no. 573-R-2-2021/1863 dated 16.03.2021 (copy enclosed), by inserting clause (5A) after clause (5) in para 7.1 (B) of the Haryana Land Records Manual (HLRM), directed that in the revenue estates where HARIS/HALRIS/Web-HALRIS system is in vogue, mutation shall be automatically generated immediately on the same day after registration of deed of sale, mortgage with possession, gift exchange and family transfer. It was further directed that the said mutation shall be displayed on the HALRIS portal and if any party has any objection to the sanctioning of the said mutation, he/she can file an objection on the said portal till 10<sup>th</sup> day of displaying the same including verification of the mutation to be made by the field Kanungo and in case, there is no objection, the mutation shall stand sanctioned automatically, due to the presence of the parties on the date of registration of deed, on 11<sup>th</sup> day by the circle Revenue Officer i.e. Assistant Collector second grade. Furthermore, if there is any objection, the mutation shall be declared as contested by the circle Revenue Officer 11<sup>th</sup> day of the displaying of the same and submitted to Assistant Collector first grade for deciding the same, being competent authority under sub-section (2) of section 36 of the Haryana Land Revenue Act, 1887, (Act XVII of 1887).


In compliance of the above, and to make the said system of automatic generation of mutation operation. After it is directed that beginning w.e.f. 5<sup>th</sup> July, 2023 the details of every deed i.e. name of the landowners, share, khasra no. and area shall be

auto filled by the Web HALRIS operator before registration, so that the parameters required for automatic generation of mutation are met with.

  
Under Secretary Revenue (LR)  
o/c for Financial Commissioner, Revenue & Additional Chief Secretary  
to Govt. of Haryana, Revenue & Disaster Management Department

Endst. No. 1295-R-2-2023/5857, Chandigarh, dated 30<sup>th</sup> June, 2023

A copy is forwarded to all the Divisional Commissioners in the State for ensuring complete compliance of above 05.07.2023.

  
Under Secretary Revenue (LR)  
o/c for Financial Commissioner, Revenue & Additional Chief Secretary  
to Govt. of Haryana, Revenue & Disaster Management Department



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## PART - I

### Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Notification

The 16th March, 2021

No. 573-R-2-2021/1863.—

#### Haryana Land Records Manual

##### Chapter: 7 - The Record of Rights

1. In the Haryana Land Records Manual, in para 7.1 (B), pertaining to instructions regarding entries of mutation, after clause (5); clause (5A) shall be inserted, namely:—

(5A) (1) In the revenue estates where HARIS/HALRIS/Web-HALRIS system is in vogue, mutation shall be automatically generated immediately on the same day after registration of deed of sale, mortgage with possession, gift exchange and family transfer. Thereafter, the said mutation shall be displayed on the HALRIS portal and if any party has any objection to the sanctioning of the said mutation, he/she can file an objection on the said portal till 10th day of displaying the same including verification of the mutation to be made by the field Kanungo. In case, there is no objection, the mutation shall stand sanctioned automatically, due to the presence of the parties on the date of registration of deed, on 11th day by the circle Revenue Officer i.e., Assistant Collector second grade. In the cases, where a tatina is to be drawn due to transfer of specific portion of a field (Khasra/Killa no.), the same is to be drawn during these 10 days duly verified as per spot and mutation sanctioned on 11th day by the circle Revenue Officer. If there is any objection, the mutation shall be declared as contested by the circle Revenue Officer 11th day of the displaying of the same and submitted to Assistant Collector first grade for deciding the same, being competent authority under sub-section (2) of section 36 of the Punjab Land Revenue Act, 1887 (Act XVII of 1887), as applicable to Haryana.

(277)

Further, scanned copy of the sanctioned mutation of Parat Sarkar having detailed order of the Circle Revenue Officer shall be placed on the system within a maximum period of seven days from the date of registration, so as to ensure getting copy of mutation from the Tehsil Sub-Tehsil headquarter itself. To ensure timely compliance in the matter, District Collector shall be competent to engage other Patwaris, kanungos and other Naib-Tehsildar(s) of Revenue Department available in the District, so as to ensure timely entering and sanctioning of mutations on the day of deed registration itself.

SANJEEV KAUSHAL,  
Financial Commissioner Revenue & Additional  
Chief Secretary to Government Haryana,  
Revenue and Disaster Management Department.

9135—C.S.—H.G.P., Pkl.





Department of Revenue & Disaster Management  
(Govt. of Haryana)  
New Secretariat Building Haryana, Sector 17, Chandigarh-160017

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E-mail

Memo No. 8010 (CFMS)-R-2-2023/ 6469  
Chandigarh, Dated 19/7/23

To

All the Deputy Commissioner in the State.

**Subject:- Standard draft orders in respect of various mutations of registered deeds in automatic generation of mutation portal in Web-HALRIS.**

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On the subject cited above, in continuation of this office Memo No. 1295-R-2-2023/5856, dated 30<sup>th</sup> June, 2023, standard draft orders in respect of various mutations of registered deeds in automatic generation of mutation portal in Web-HARLRIS are as under:-

- i. Sale
- ii. Mortgage with possession
- iii. Family Transfer
- iv. Gift
- v. Exchange
- vi. Declaring a mutation contested on the basis of objection raised.

These drafts are meant for making appropriate provision in the Web-HALRIS portal and ensuring timely compliance of automatic generation of mutations of registered deeds and standard draft orders in mutations, as enunciated above.

Superintendent (LR)

for Financial Commissioner, Revenue & Additional Chief Secretary  
to Govt. of Haryana, Revenue & Disaster Management Department

Endst. No. 8010 (CFMS)-R-2-2023/ 6470

Chandigarh, dated the 19/7/23

A copy is forwarded to the Technical Director, NIC for incorporating the above in the Web-HALRIS system immediately on urgent and priority basis.

Superintendent (LR)

for Financial Commissioner, Revenue & Additional Chief Secretary  
to Govt. of Haryana, Revenue & Disaster Management Department

कैम्प

आदेश

तिथि

21

आज वाका बैय रजि० शुदा Web-IIALRIS Portal से automatic generation द्वारा पेश हुआ। रजि० देखी गई। फरीकन की हाजरी व तबदीली कब्जा व लेनदेन की पुष्टि रजिस्ट्री में स्पष्ट दर्शा की गई है। Portal के अवलोकन से स्पष्ट है कि रजि० की तिथि से दस दिन तक कोई एतराज नहीं हुआ। अतः दाखिल खारिज बैय खेवट न०:.....,खसरा न०:....., कित्ते..... रकबा..... सालम/का.....भाग.....बकदर.....बदले मु०.....मिन जानिब..... बाया/ बायान सम भाग बाहक.....मुश्तरी/ मुश्तरीयान सम भाग हसब सूरत जदीद मंजूर है।

Name.....(CRO)  
AC II Grade,.....

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STANDARD FORMAT TO BE USED FOR SALE MUTATION

कैम्प

आदेश

22

तिथि

आज वाका रहन बाकबजा रजि० शुदा Web-HALRIS Portal से automatic generation द्वारा पेश हुआ। रजि० देखी गई। फरीकैन की हाजरी व तबदीली कब्जा व लेनदेन की पुष्टि रजिस्ट्री में स्पष्ट दर्शायी गई है। Portal के अवलोकन से स्पष्ट है कि रजि० की तिथि से दस दिन तक कोई एतराज नहीं हुआ। अतः दाखिल खारिज रहन बाकबजा खेवट न०:....., खसरा न०:....., किते..... रकबा..... सालम/का.....भाग.....बकदर ..... बदले मु०..... मिन जानिब..... राहिन/ राहिनान संम भाग बाहक..... मुरतहन/ मुरतहनान संम भाग हसब सूरत जदीद मंजूर है।

Name.....(CRO)  
AC II Grade,.....

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STANDARD FORMAT TO BE USED FOR MORTGAGE WITH POSSESSION  
MUTATION

कैम्प

आदेश

१७ तिथि

आज वाका पारावारिक हस्तांतरण रजि० शुदा **Web-HALRIS Portal** से **automatic generation** द्वारा पेश हुआ। रजि० देखी गई। फरीकैन की हाजरी व तबदीली कब्जा की पुष्टि रजिस्ट्री में स्पष्ट दर्शायी गई है। यह भी तसदीक होता है कि यह वसीका **blood relation** की जद में आता है। **Portal** के अवलोकन से स्पष्ट है कि रजि० की तिथि से दस दिन तक कोई एतराज नहीं हुआ। अतः दाखिल खारिज पारावारिक हस्तांतरण खेवट न०:....., खसरा न०:....., किते..... रकबा..... सालम/का.....भाग.....बकदर ..... मिनजानिब..... बाहक..... हसब सूरत जदीद मंजूर है।

Name.....(CRO)  
AC II Grade,.....

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STANDARD FORMAT TO BE USED FOR FAMILY TRANSFER MUTATION



कैम्प

आदेश

21 तिथि

आज वाका हिब्बा रजि० शुदा Web-HALRIS Portal से automatic generation द्वारा पेश हुआ। रजि० देखी गई। फरीकैन की हाजरी व तबदीली कब्जा तसदीक व की पुष्टि रजिस्ट्री में स्पष्ट दर्शायी गई है। Portal के अवलोकन से स्पष्ट है कि रजि० की तिथि से दस दिन तक कोई एतराज नहीं हुआ। अतः दाखिल खारिज हिब्बा खेवट न०:....., खसरा न०:....., किते..... रकबा..... सालम/का.....भाग.....बकदर ..... मिनजानिब.....वाहिब /वाहिवान बाहक.....महुबलय/महुबलयान हसब सूरत जदीद मंजूर है।

Name.....(CRO)  
AC II Grade,.....

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STANDARD FORMAT TO BE USED FOR GIFT MUTATION

कैम्प

आदेश

25 तिथि

आज वाका तबादला रजि० शुदा Web-HALRIS Portal से automatic generation द्वारा पेश हुआ। रजि० देखी गई। फरीकैन की हाजरी व तबदीली कब्जा तसदीक व की पुष्टि रजिस्ट्री में स्पष्ट दर्शायी गई है। Portal के अवलोकन से स्पष्ट है कि रजि० की तिथि से दस दिन तक कोई एतराज नहीं हुआ। अतः दाखिल खारिज तबादला खेवट न०:.....,खसरा न०:....., किते..... रकबा..... सालम/का.....भाग.....बकदर ..... मिनजानिब..... तबादला देहन्दा/ देहन्दगान सम भाग बाहक.....तबादला गरीन्दा/ गरीन्दगान समभाग व खेवट न०:.....,खसरा न०:....., किते..... रकबा..... सालम/का.....भाग.....बकदर ..... मिनजानिब..... तबादला देहन्दा/ देहन्दगान सम भाग बाहक.....तबादला गरीन्दा/ गरीन्दगान सम भाग हसब सूरत जदीद मंजूर है।

Name.....(CRO)  
AC II Grade,.....

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STANDARD FORMAT TO BE USED FOR EXCHANGE MUTATION

कैम्प

आदेश

26  
तिथि

आज वाका बैय रजि० शुदा Web-HALRIS Portal से automatic generation द्वारा पेश हुआ। Portal देखा गया। जिस बारे ये एतराज उठाया गया कि.....

... तथा इस प्रकार ये वसीका नियमों विरुद्ध पंजीकृत हुआ। अतः वाका हजा को मुतनाजा करार दिया जाता है। दोनों फरीकों को हिदायत हुई के दिनांक.....SDO (C)/ CTM/ DRO के सम्मुख AC I Grade न्यायालय में पेश हों।

Name.....(CRO)  
AC II Grade,.....

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STANDARD FORMAT TO BE USED FOR DECLARING A CONTESTED  
MUTATION