Government of Goa
REGISTRATION DEPARTMENT
Office of the State Registrar-cum-Head of Notary Services
7th Floor, Shramashakti Bhawan, Patto, Panaji – Goa 403001
*Phone Nos.:*9405864408 *Email:* srhns-rd.goa@nic.in

No.Reg/Ser./NGDRS-Re-uploading/2024/2758 Dated:- 3/10/2024

OFFICE MEMORANDUM

Sub: RE-UPLOADING OF DOCUMENTS.

Acknowledging the critical importance of maintaining accurate records within the National Generic Document Registration System (NGDRS), this office has observed an increase in requests from CRSR offices for document re-uploading. These requests often stem from inconsistencies or errors detected after the initial upload.

To ensure that these re-upload requests are managed with the highest level of precision and accountability, the following guidelines have been established. These directives aim to uphold the integrity of the NGDRS and reinforce the department's commitment to delivering accurate and efficient services:

1. **Submission of Hard Copy:**
   - The CRSR office making the request must submit a hard copy of both the originally uploaded document and the document proposed for re-upload in the NGDRS.
   - These hard copies must be submitted to the Head Office and should be accompanied by a duly certified comparison report prepared by the concerned CRSR, explicitly highlighting any discrepancies or reasons for the re-upload.

2. **Accountability of Dealing Hand:**
   - Responsibility must be clearly fixed on the dealing hand who initially uploaded the document in question.
   - The concerned CRSR should obtain a written explanation from the dealing hand detailing the reasons for the errors or issues that necessitated the re-upload of the document.

3. **CRSR's Detailed Report:**
   - The CRSR should submit a comprehensive report along with the re-upload request, including the explanation provided by the dealing hand.
   - The report must clearly articulate the specific reasons necessitating the re-upload of the document(s) in the NGDRS, ensuring a thorough understanding of the circumstances leading to this request.

4. **Document record :**
   - The CRSR must maintain an inventory of all documents requested for re-uploading, duly attested by the CRSR. This inventory should include details of the original upload, the reasons for re-uploading, and any modifications made.

5. **Error Prevention Measures:**

- The provision for re-uploading is intended to correct errors. However, it is imperative that all CRSR offices implement robust measures to prevent such issues in the future. This includes mandating comprehensive training and capacity building within the office for all dealing hands, and ensuring that they exercise responsibility, expertise, and caution to significantly reduce the incidence of errors in document uploads.

6. **Certification:**

- The CRSR must certify on the request application that the request for re-uploading is bona fide and that any liability arising from the re-upload shall be the responsibility of the office.

- The application for the request, along with the certification format, is provided herewith and must be used for submitting the re-upload request.

This memorandum aims to enhance the efficiency and transparency of the re-upload process while upholding the integrity of our records management system. Hence, All the Civil Registrar-cum-Sub-Registrars are expected to adhere strictly to these guidelines to preserve the quality and accuracy of our documentation practices. Non-compliance will be taken seriously and addressed with appropriate corrective actions.

This is for compliance.

(Gurudas S.T. Desai)
State Registrar,
-cum-
Head of Notary Services

Encl:- As above

To,
All Civil Registrars-cum-Sub-Registrars
Pernem/Bardez/Bicholim/Sattari/Tiswadi/Sanguem/Canacona/Dharbandora/
Quepem/Ponda/Mormugoa/Salcete

Copy for information to:-

1. Shri Suraj Vernekar, Nodal Officer for NGDRS, District Registrar (HQ).
2. The Civil Registrar-cum-Sub-Registrar(HQ)
3. The District Registrar(North), Panaji.
4. The District Registrar(South), Margao.

Format of letter by SRO

Sub: Request for Re-uploading of Document in NGDRS

Sir,

With reference to aforementioned subject matter, it is hereby requested to re-upload the document(s) as detailed below in the National Generic Document Registration System (NGDRS):

Sr. No.	Pre-registration No.	Name/Title of the doc uploaded wrongly	Doc. Sr.No.	Date of Reg. & Reg.No.	Details of Doc. Proposed for Re-uploading	Reason for re-uploading	Accountab-ility of Dealing Hand	Remark of SRO
						[Brief explanation of the reasons necessitating the re-upload, highlighting any discrepancies or errors found post-upload.]	*Written explanation attached from Dealing Hand [Name and Designation of the Dealing Hand].*	*Remark of SRO in view of the reasons for uploading and explanation furnished by the dealing hand*

Yf

Signature of SRO

Attachments:

1. Document/s wrongly uploaded
2. Document proposed to be uploaded
3. detailed report duly certified by CRSR
4. Written Explanation by the Dealing Hand

Format of Certification:

Certification:

It is hereby certified that the request for re-uploading is bonafide and necessary to maintain the accuracy and integrity of the NGDRS. Any liability arising from this re-upload shall be the responsibility of this office. The application format, comparison report, and all necessary documentation have been prepared in accordance with the guidelines provided by the Head Office.

In light of the above, it is respectfully requested that the re-uploading of the aforementioned document(s) in the NGDRS be approved.

Signature of SRO

Place:-

Date:-