



User Manual
For
Rural eSakor Portal
(Online land transaction system for Rural Land)

Royal Government of Bhutan
National Land Commission Secretariat
Thimphu, Bhutan

Introduction

National Land Commission Secretariat (NLCS) is at the forefront among agencies in Bhutan that have leveraged the potential of ICTs for enhancing efficiency in government functioning. The implementation of ICT based system in NLCS goes back to 2012 with the implementation of Rural e-Sakor, an online system for the rural land transaction. In 2013, NLCS implemented another online system (Urban eSakor) for processing the urban land transaction. The term eSakor is translated as 'e' meaning 'electronic', 'Sa' meaning 'land' and Kor is 'about'. It is an integrated land information service portal.

NLCS has been trying to improve the efficiency and effectiveness in implementing online systems for providing services to the citizen of Bhutan, and with more experiences, over the years NLCS has been improving a lot.

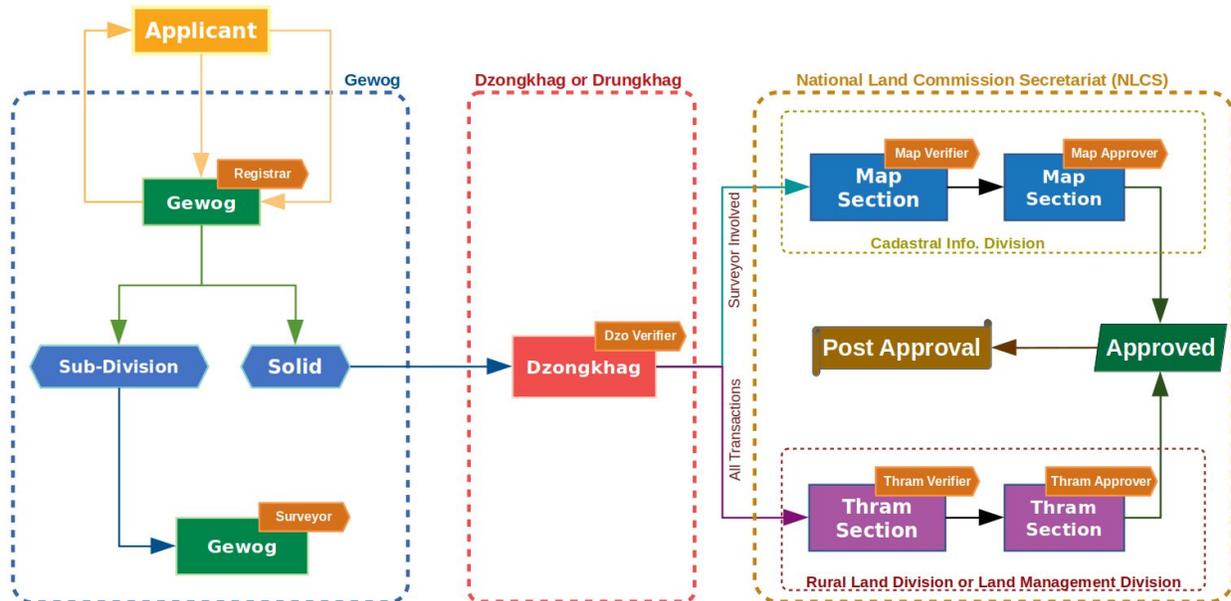
With the introduction of two online systems, NLCS left the traditional way of processing the land transaction in Bhutan. However, many improvements were needed on both the systems.

In 2015 NLCS in collaboration with IDA International, Singapore and Department of IT and Telecom did a thorough diagnosis of the systems and documented them. In 2016, the urban land transaction system was re-developed covering all the deficiencies found from the previous system with additional modules, features and functionalities with financial support from World Bank. In 2018, the rural land transaction system re-development was carried out.

From now on, all the systems will be all under **eSakor Portal** which will have urban land transaction system, rural land transaction system, land mortgage system, land related grievance redressal system and online land tax payment system.

Rural eSakor Workflow

The diagram below shows the workflow of the rural land transaction system starting from the applicant applying from anywhere till approval at National Land Commission Secretariat.



The landowner or applicant is required to register in the portal to apply land transaction online. Once the registration is successful, the user is assigned a role called 'citizen'. The citizen is required to:

1. Sign in the system
2. Fill in the online forms
3. Add transaction details
4. Upload scanned copy of supporting documents and
5. Submit the transaction application

Once the transaction application is completed and submitted, the application will reach to the Gewog for which the transaction application is submitted for scrutiny.

The registrar at Gewog will verify and accept or return the application and the applicant will be notified through SMS, email and in their portal account in the notification corner. The applicant can make changes to the returned application and submit again.

The registrar accepts the transaction application after verification and collecting hard copy documents. If the transaction application involves sub-division of plot, the transaction application is sent to the surveyor after completing the official thram and plot management.

The surveyor will do the survey and complete their action after field visit.

In accordance with Section 161 of the Land Act of Bhutan 2007, Thromde shall post a notice of the transaction for public viewing for a period of 30 days. After 30 days, the registrar will submit the transaction application to verifier at Dzongkhag for further verification. If the transaction application is send for survey the registrar can send the application only after the surveyor has completed his part.

The Dzongkhag verifier will send the transaction application to NLCS for further verification and approval if there are no correction required from the earlier steps.

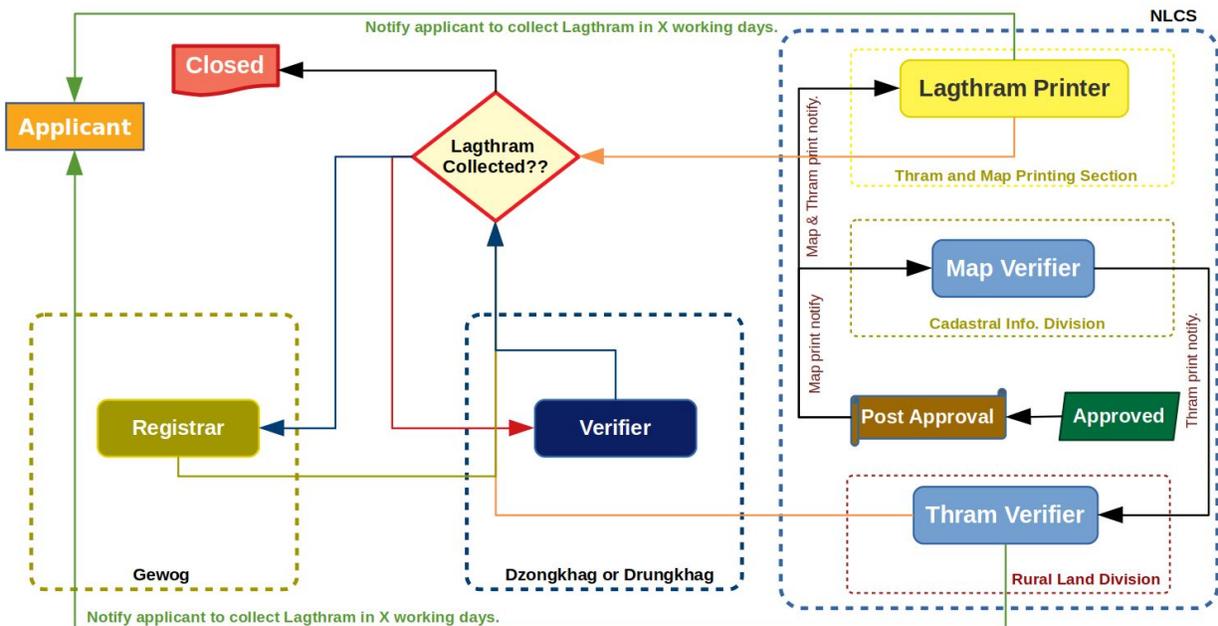
The transaction will be sent parallely to map and thram section if there is survey works involved. If the transaction application does not involve field work (survey) the transaction application will go only to thram section.

The map verifier after the received of the transaction application, updates the map to the cadastral geodatabase. The transaction application will be send to map approval for verification and approval.

The thram verifier will do the verification and send the transaction application to thram approver for further verification and approval. The transaction will be approved only after the thram and map are approved.

At any stage the higher roles can reject the transaction application to the lower roles and can be send back accordingly.

Post Approval Workflow



Once the transaction is approved, the map verifier will be notified to print the lagthram maps. After the lagthram maps are printed the thram verifier will be notified to print the lagthram.

After the lagthram is printed and ready to be handed over to the applicant, the applicant will be notified to collect the lagthram from NLCS head office. If the applicant collects their lagthram from NLCS head office, the information of the person who is collecting the lagthram will be recorded in the portal.

If the applicant does not come in the given days, the lagthram will be send to Dzongkhag office. When the lagthram has reached to Dzongkhag the official at Dzongkhag will take action in the portal saying that they received the lagthram. Again the applicant will be notified to collect the lagthram. If the applicant collects their lagthram from Dzongkhag office, the information of the person who is collecting the lagthram will be recorded in the portal.

If the applicant does not come in the given days, the lagthram will be send to Gewog office. When the lagthram has reached to Gewog the official at Gewog will take action in the portal saying that they received the lagthram. The applicant will be notified again to collect their lagthram. The process ends only when the lagthram is handed over to the applicant.

Home Page of the eSakor Portal

eSakor Portal

About eSakor Track Transaction Contact Us Submit Inquiry FAQs

Urban Land Transcation
Gateway to Urban Land & Flat Transactions

Rural Land Transcation
Gateway to Rural Land Transactions

Land Mortgage System
Land Mortgage System for Financial Institutions

Grievance Redressal System
Inquiries related to Land and Support

Popular Topics

- Track Your Transaction
- Track Your Inquiry
- Submit Inquiry
- About Us
- Contact Us
- Guide to eSakor Portal
- FAQs

Latest Inquiries and Responses

Yeshey Dorji (18030002)
If I want to change the type of ownership from family land to individu...
12/03/2018 [Read more »](#)

Sushmita Ghaley (18020009)
Sir, I need to change my CID number in my Lag Thran/land Registration...
15/02/2018 [Read more »](#)

Sharap Wangchuk (18020006)
How do i view the details to attach other documents? In other word How...
12/02/2018 [Read more »](#)

Tshering Yangden (18030001)
Madam/Sir,I tried to enter the thram no and area of the land under tra...
01/03/2018 [Read more »](#)

Mani Prasad Sunwar (18020008)
My small suggestion, it would be better and convenient for individual ...
14/02/2018 [Read more »](#)

Dechen Choden (18020005)
Sir/Madam,It's been over a month since I submitted my application...
09/02/2018 [Read more »](#)

Tshering Yangden (18020010)
If I want to change land as well as building ownership,which kind of L...
28/02/2018 [Read more »](#)

Nima Zam (18020007)
I think supporting documents should be allowed to be given manually i...
13/02/2018 [Read more »](#)

[See all Feedbacks →](#)

eSakor Portal © National Land Commission Secretariat 2016 - 2018

The home page of the eSakor Portal is as shown above. From the home page a user can go to:

1. Urban eSakor - For Urban Land and Flat Transaction
2. Rural eSakor - For Rural Land Transaction
3. Land Mortgage System - For Banks and NLCS
4. Grievance Redressal System - System for land related grievance redressal

The visitor to the portal can do the following things from the home page:

1. Track land transaction - both urban and rural
2. Track inquiry if submitted any
3. Submit inquiry or grievance
4. Get the contact details of relevant officials
5. Check the guide on how to use the eSakor Portal

Track Land Transaction Status

Track Your Land Transaction Status

Portal / Track Transaction Status

✓ Please select Rural or Urban transaction
Rural Land Transaction

✓ Please enter your land Transaction ID
001180001

Track Transaction

Transaction Details

Transaction ID	001180001
Transaction status	Surveyed
Transaction type	Sale/Purchase
Transaction applied date	2018-11-19
Land transaction location	Dzongkhag: HAA, Gewog: KATSHO
Transaction applied by	Tshering Wangchuk (*****49)

Transaction History

#	Role	Date	Action	Remarks
1	Citizen	November 19, 2018	Submitted	Submitted to Gewog for verification
2	Registrar	November 19, 2018	Checked	Transaction checked.
3	Registrar	November 19, 2018	Accepted	Transaction accepted
4	Registrar	November 19, 2018	For Survey	sending to survey.
5	Surveyor	November 19, 2018	Returned	test reject
6	Registrar	November 19, 2018	For Survey	sending back to survey
7	Surveyor	November 19, 2018	Surveyed	survey done.

To track the land transaction application click “Track Transaction” from the top right menu or from the “Popular Topics” section. The page above will be shown. Select the transaction applied for (Rural or Urban), Enter the transaction application number or transaction ID and click “Track Transaction” button. The status and few critical details of the transaction application will be shown.

Contact Us

Contact Details for Inquiries

Portal / Contact Details

If you have any inquiries, please use the contact directory to get the contact details at different level. You can also use the search option from the right side to search contact details from contact directory or click the directory category to see the contact details at different level.

System Related

System Related Contact

If you have any issues / inquiry on how to use system please feel free to contact during office hours or drop an email in the email address given. We will reply your email within one or two working days. Please read the “Guides on eSakor Portal” provided in the portal before directly contacting us.

- +975-02-325170 (ICT Division, NLCS)
- twangchuk@nlcs.gov.bt

Enter search term Search

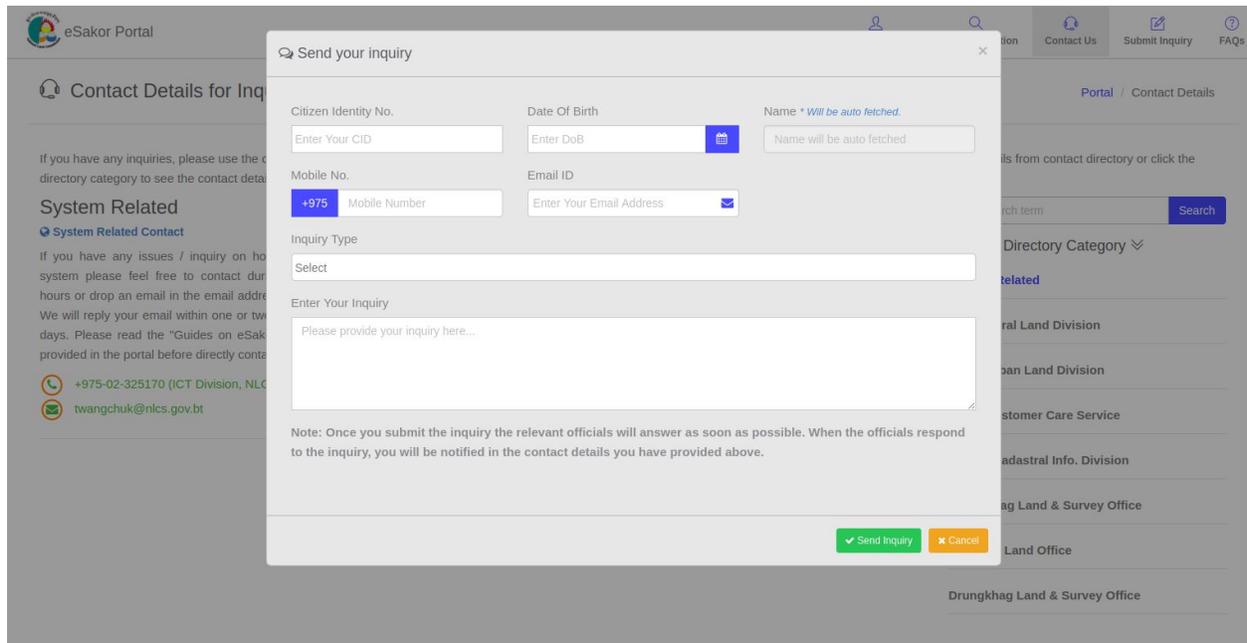
Contact Directory Category

System Related

- NLCS Rural Land Division
- NLCS Urban Land Division
- NLCS Customer Care Service
- NLCS - Cadastral Info. Division
- Dzongkhag Land & Survey Office
- Thromde Land Office
- Drungkhag Land & Survey Office

The user visiting the eSakor Portal can get the contact details of the relevant officials working in the land office at different level.

Submit Inquiry



The screenshot shows the 'Send your inquiry' form on the eSakor Portal. The form is a modal window with a title bar and a close button. It contains the following fields and sections:

- Citizen Identity No.:** A text input field labeled 'Enter Your CID'.
- Date Of Birth:** A date picker input field labeled 'Enter DoB'.
- Name:** A text input field with the placeholder 'Name * Will be auto fetched' and a note 'Name will be auto fetched'.
- Mobile No.:** A text input field with a dropdown menu showing '+975' and a label 'Mobile Number'.
- Email ID:** A text input field labeled 'Enter Your Email Address'.
- Inquiry Type:** A dropdown menu with the option 'Select'.
- Enter Your Inquiry:** A large text area with the placeholder 'Please provide your inquiry here...'.
- Note:** A paragraph of text stating: 'Note: Once you submit the inquiry the relevant officials will answer as soon as possible. When the officials respond to the inquiry, you will be notified in the contact details you have provided above.'
- Buttons:** A green 'Send Inquiry' button and an orange 'Cancel' button.

The background of the screenshot shows the eSakor Portal interface, including the 'Contact Details for Inquiry' section and a list of land office divisions such as 'Central Land Division', 'Urban Land Division', 'Customer Care Service', 'Cadastral Info. Division', 'Range Land & Survey Office', and 'Land Office'. The 'Drungkhag Land & Survey Office' is highlighted at the bottom.

The user visiting the eSakor Portal can submit grievance related to land without login. The user needs to fill up their personal information, contact details, select grievance type, write detail grievance and submit. The grievance will be replied by the Customer Care Center of NLCS and the user who has submitted the grievance will be notified in their contact details.

Guide to eSakor Portal



Guide to eSakor Portal - Rural and Urban

[Portal](#) / [Guide to eSakor Portal](#)

Following are the guides we prepared for Urban and Rural eSakor for registering in the portal, how to apply online land transaction through the system.

Guide to Rural eSakor

Following are the guides prepared on how to use the Rural eSakor Portal. We hope that this guides will help you in using the portal. If you face any difficulty after going through this guide please contact us.

- [Register - Guide to create an account in the Rural eSakor Portal.](#)
- [Login - Guide to log into Rural eSakor Portal and password reset.](#)
- [Apply Transaction - Guide on how to apply transaction.](#)

Guide to Urban eSakor

Following are the guides prepared on how to use the Urban eSakor Portal. We hope that this guides will help you in using the portal. If you face any difficulty after going through this guide please contact us.

- [Register - Guide to create an account in the Urban eSakor Portal.](#)
- [Login - Guide to log into Urban eSakor Portal and password reset.](#)
- [Apply Transaction - Guide on how to apply transaction.](#)

The visitor or applicant wishing to apply land transaction online through the portal can check the guides prepared on how to use the portal. The guide page covers both urban and rural on how to register, login, reset password, initiate transaction, fill online forms, attach supporting documents and submit transaction application.

Registration in the Rural eSakor Portal

To use the Rural eSakor portal, the applicant has to register in the portal. To register click the Rural Land Transaction link from the eSakor Portal home page. Click the register link on top right of the portal.

Guidelines on How to Create an Account

- Information:**
 - Valid Bhutanese Citizenship Identity Card Number.
 - Valid Date of Birth of given CID.
 - Valid Email Address (You should have access to the given email address).
 - Your mobile number (Should be with you for using).
- Guidelines:**
 - Enter your Citizenship Identity Card Number.
 - Enter your Date of Birth (on CID card).
 - If the above two informations are correct your name will be fetched automatically.
 - Enter your email ID which you use daily (username and password sent here).
 - Enter the Mobile number (If registration is successful, you will receive an SMS).
- *NOTE:**
 - You cannot have two accounts with the same Citizenship Identity Card Number.
 - You can apply any number of transactions from the same account.
 - Please have a look at the guides we have created for our users in the menu (Guide to eServices).

Create an account.

Enter your details to register:

Enter your Citizenship Identity Card Number.

Note » Click the top row when the calendar is displayed for selecting year and month (Eg: April 2017 then 2017).

Select your Date Of Birth.

Note » Name will be fetched automatically if CID No and DoB matches.

Full Name will be fetched if CID No and DoB matches.

Note » Email ID or Mobile number will be used as Username.

Enter your Email ID to receive credentials.

+975 Enter Your 8 digit Mobile Number.

Note » The password you enter here will be used when you log into the portal.

Enter Password. Required when logging into the portal.

Confirm your Password.

Captcha » Please click the box in front of I'm not a robot.

I'm not a robot 

I declare that the information that I have provided above is correct as per my knowledge.

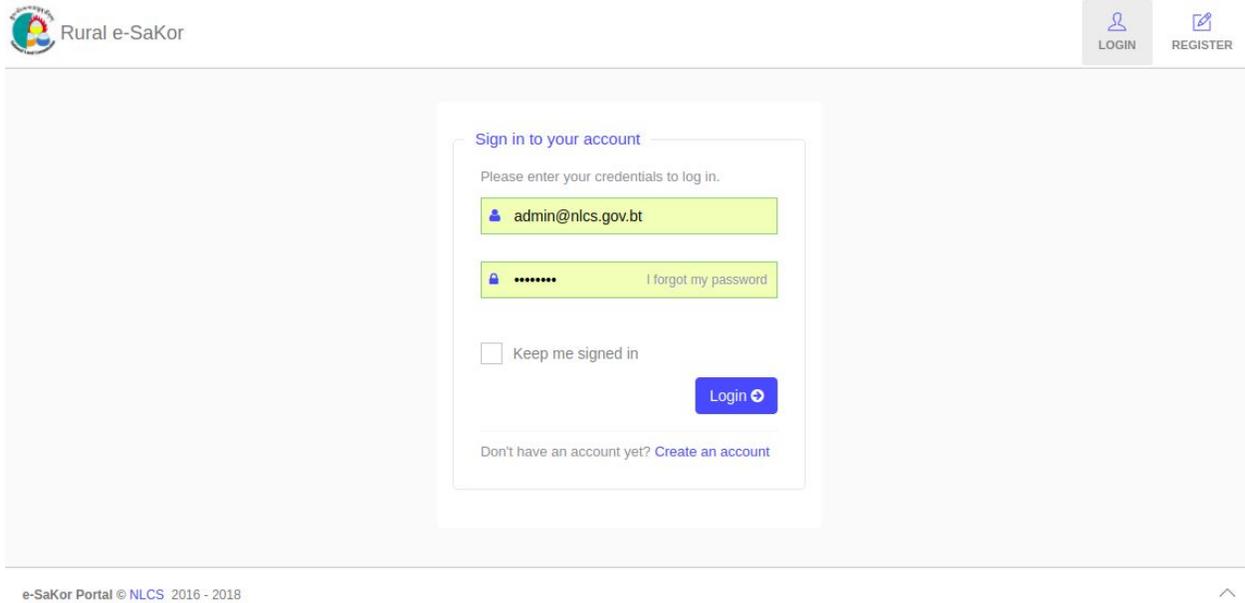
Already have an account? [Log-in](#)

The above registration page will be displayed and the applicant has to fill the details as below.

1. Enter valid Citizenship Identity no and Date of Birth
2. The name of a user will be fetched automatically. Unique CID no can be used to create only one user account.
3. Provide authentic email ID and mobile no to be used as the username.
4. Create and confirm the password to be used while logging in to portal account.

Once information is correctly entered. Click declaration box and answer the question in the captcha. Select “Register” button to register and create a user account. The credential will be sent to entered mobile no and email ID on successful registration. The reset button can be used to clear furnished information and Back to Login button to access the Login page.

Login in to Rural eSakor Portal

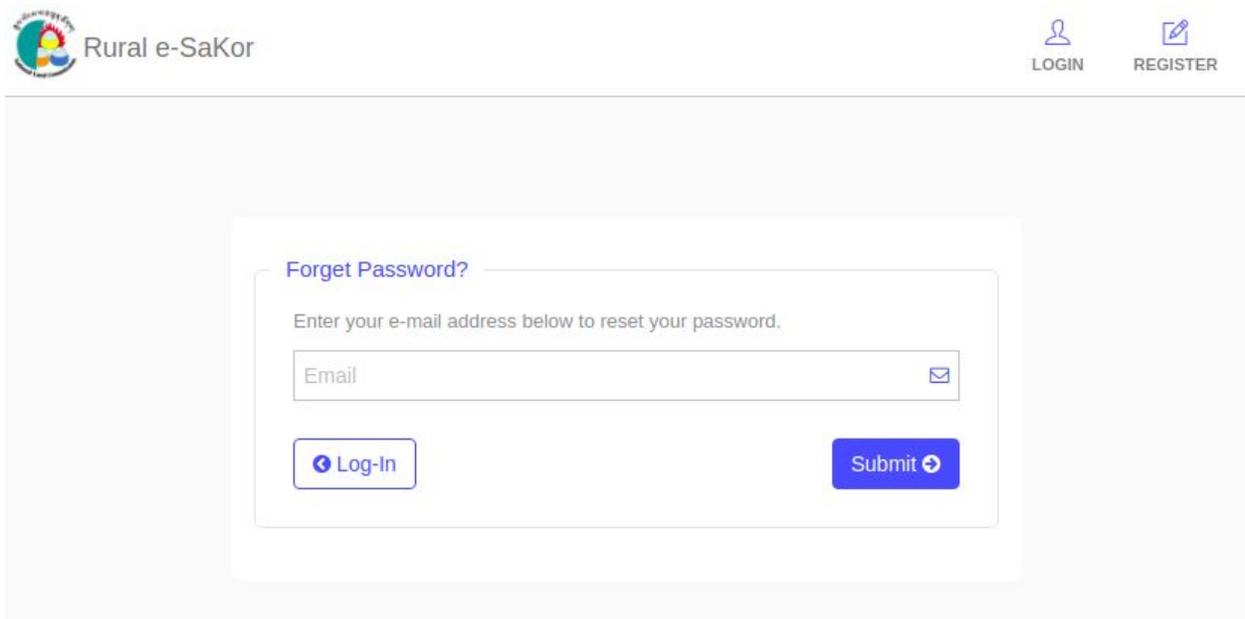


The screenshot shows the Rural e-Sakor Portal login interface. At the top left is the logo and text "Rural e-Sakor". At the top right are "LOGIN" and "REGISTER" buttons. The main content area features a "Sign in to your account" form with the following elements:

- Title: "Sign in to your account"
- Instruction: "Please enter your credentials to log in."
- Username field: Contains "admin@nlcs.gov.bt"
- Password field: Contains "*****" with a link "I forgot my password" to its right.
- Checkbox: "Keep me signed in" (unchecked)
- Button: "Login" with a right-pointing arrow.
- Link: "Don't have an account yet? [Create an account](#)"

At the bottom left, it says "e-Sakor Portal © NLCS 2016 - 2018". At the bottom right, there is an upward-pointing arrow.

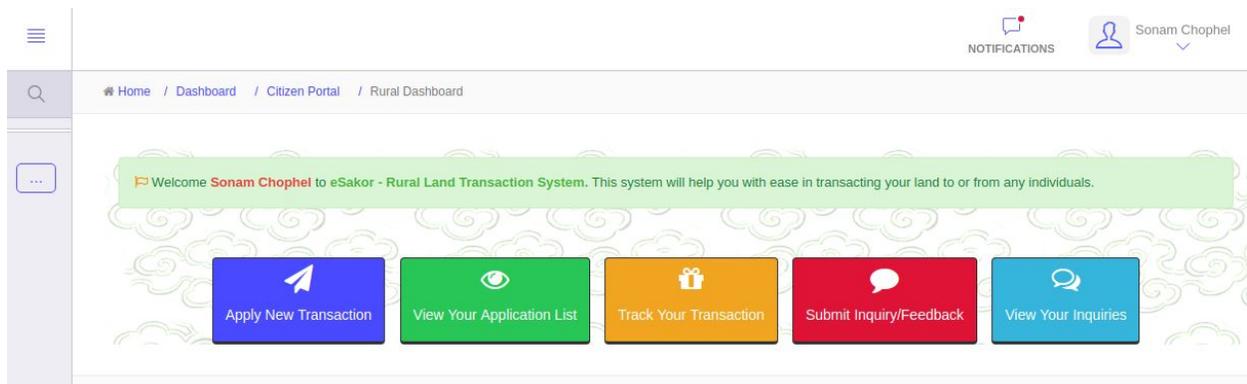
The registered user can log in to an account by typing either email id or mobile no as username and type password created during registration. Click “Login” button after entering this information. Click “I forget my password” link if a password is forgotten. Enter the email address furnished during registration and click “Submit” button as shown below. A new password will be generated and mailed to email address and mobile no after verifying email id. The password can be changed after login.



The screenshot shows the Rural e-Sakor Portal "Forget Password?" page. At the top left is the logo and text "Rural e-Sakor". At the top right are "LOGIN" and "REGISTER" buttons. The main content area features a "Forget Password?" form with the following elements:

- Title: "Forget Password?"
- Instruction: "Enter your e-mail address below to reset your password."
- Email input field: Contains the placeholder text "Email" and an envelope icon on the right.
- Buttons: "Log-In" and "Submit" (both with right-pointing arrows).

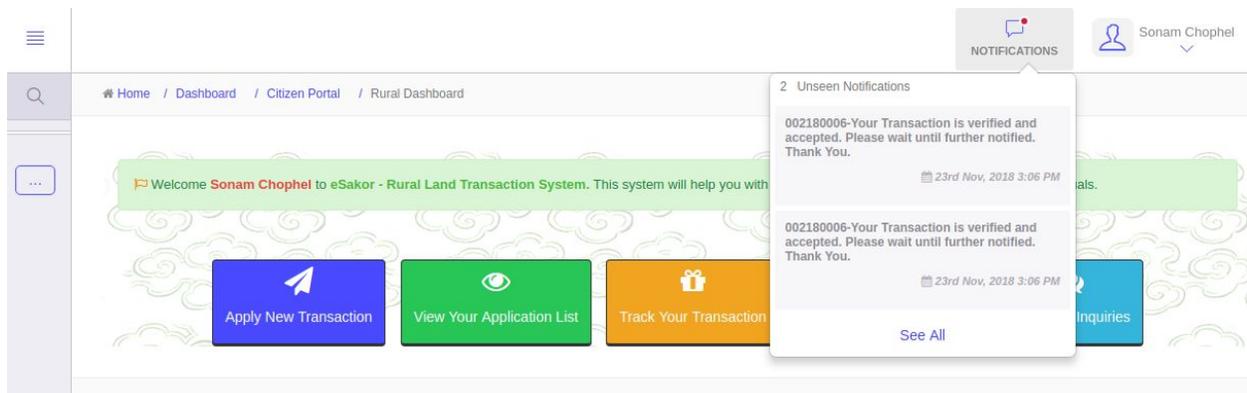
Dashboard



The following page will be displayed after successful login. The function of each button can be viewed by placing the cursor on it:

Notifications

The notifications center on top right of the portal will have notifications which the applicant haven't read. Click on the notifications icon, it will show the list of notifications. Click individual notifications and it will take to a page where the action is needed from the applicant as shown below. Click "See All" link to see all the notifications.



Notification Page

The notification page is as shown below. The ones with green background are not read by the user or an applicant. The ones with grey and white background are already read.

#	Notification	Date	Notifier
1	002180006-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 3:06 pm	Jai Raj Rai
2	002180006-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 3:06 pm	Jai Raj Rai
3	002180006-Your Transaction request is received and verified, please come to gewog office with original documents for verification. Thank You.	November 23, 2018, 3:06 pm	Jai Raj Rai
4	003180004-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 2:48 pm	Jai Raj Rai
5	003180004-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 2:48 pm	Jai Raj Rai
6	003180004-Your Transaction request is received and verified, please come to gewog office with original documents for verification. Thank You.	November 23, 2018, 2:44 pm	Jai Raj Rai
7	123180001-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 2:05 pm	Jai Raj Rai
8	123180001-Your Transaction is verified and accepted. Please wait until further notified. Thank You.	November 23, 2018, 2:05 pm	Jai Raj Rai

Logout

The page below shows how the user can log out of the portal. To log out click the name of the applicant displayed in top right. There will be two options: one to view the profile and one to log out.

Welcome **Sonam Chophel** to eSakor - Rural Land Transaction System. This system will help you with ease in transacting your land to or from any individuals.

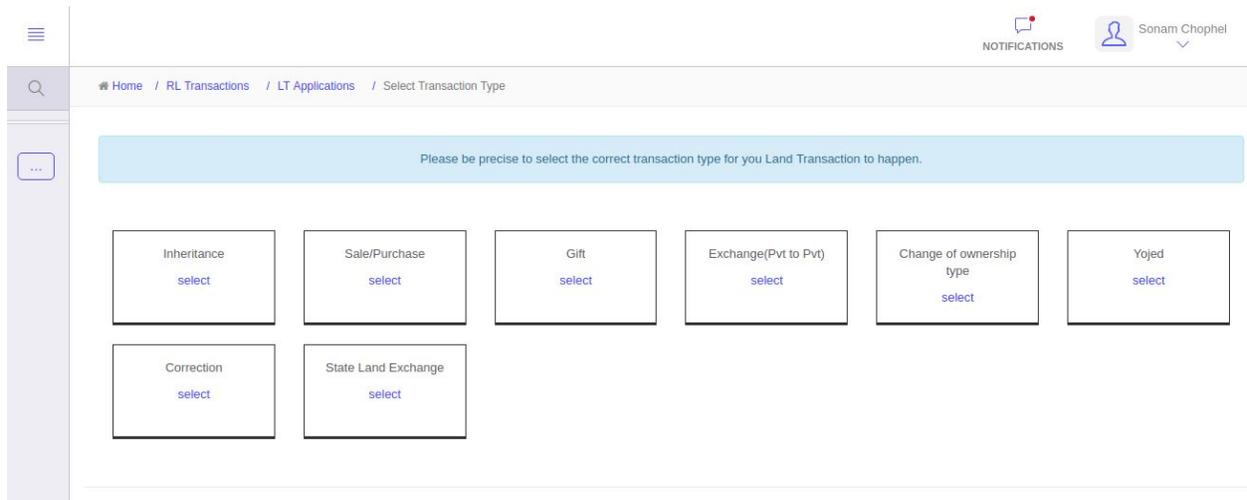
- Apply New Transaction
- View Your Application List
- Track Your Transaction
- Submit Inquiry/Feedback
- View Your Inquiries

My Profile

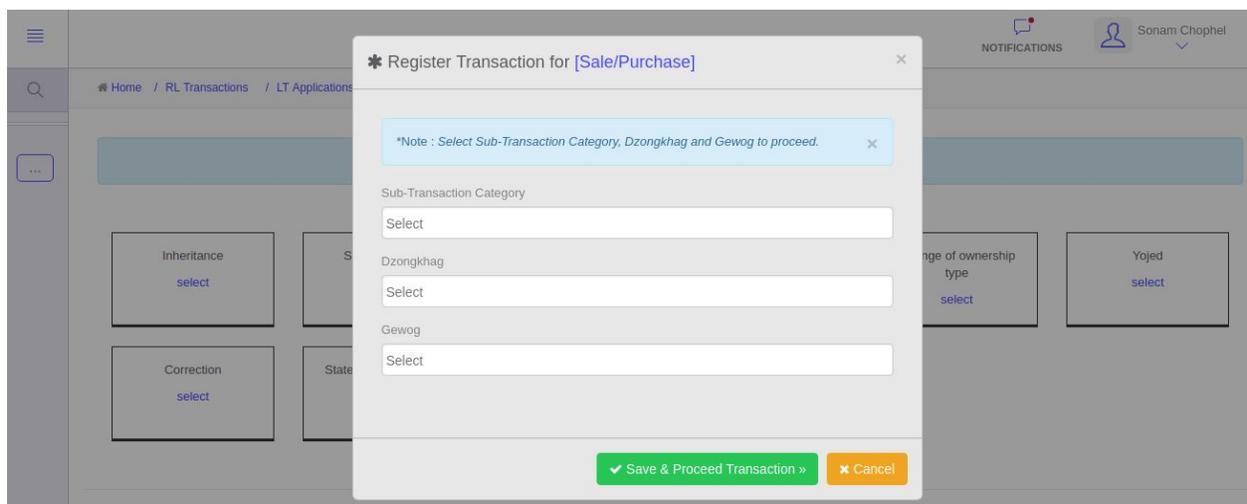
The page below shows the profile details of the applicant. To change the personal informations, click “Update Info” button and to change password click “Change Password” button. The applicant can also view the activities taken by the applicant in the portal.

Apply Transaction

Click the “Apply Transaction” link from the dashboard and following page will be displayed where the applicant can select the transaction type.



Select the transaction type and the following options pop box (dialog box) will be shown.



Select the transaction subcategory, select the Dzongkhag where the rural land transaction is being applied and select the Gewog under that Dzongkhag where the rural land transaction is being applied and where the land is located. Click “Save and Proceed Transaction”. The following page will be displayed with the notification to the top right with green background displaying the transaction ID which is unique. The page

will also show informations like: transaction type, transaction ID, status, initiation date, location and link to view activity log on the transaction. Activity log is the list of actions taken on the particular transaction application at different level by different level of users.

Success
Successfully registered with transaction number 001180046

Transaction Party Details | Details of the Transaction | Attachment Files

Sale/Purchase | 001180046

Initiated [View Activity Logs](#)

Transaction No: 001180046 | Sub-Transaction Type: Sale/Purchase
Application Date: 24-11-2018 | Dzongkhag/Gewog: HAA / KATSHO

Transaction Parties

+ Add Transferor/Transferee | + Add Transferor/Transferee [for Firms/CorporateAgency]

Sl.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile Email	Thram Ownership	Witness Name CID Mobile	Action
No Records								

Next

Add Transaction Party Details

To add transaction party details, click the “Add Transferor/Transferee” button and a dialog box will appear as shown below.

Select the transaction party (Transferor or Transferee), add personal details (enter CID number and click outside the CID field - other informations will be fetched automatically from census database.), enter contact details (mobile number is mandatory and email is optional), enter thram details (mandatory for transferor and optional for transferee - the ownership type of the thram will be selected automatically and the ownership of the transferee has to be selected if there is no thram for transferee), enter witness details (enter CID number and name will be fetched automatically) and enter mobile number. It is important to note that the cid number and the thram entered will be validated against the record in NLCS database if the thram in that gewog belongs to the person that the applicant has entered. Click “Save” button to save the information.

The transaction application can also have transaction party which are not private individuals. To add others (government institutions, corporations, dratshang, etc) as transaction party, click “Add Transferor/Transferee (For Firms/Corporate/Agency)” and following dialog box will appear.

+ Add Transactor Details For Firm/Corporate/Agency

Select the Transaction Party

Transferee

Firm/Corporate/Agency Information

Category: State Owned Institutions Sub-Category: Ministry of Agriculture and Forests Firm/Corporate/Agency: Department of Livestock

Contact Details

Mobile No.: +975 12345678 E-mail: representative@gmail.com

Thram Details

Thram: Enter Your Thram Number (If transferee have no thram leave this field empty) Ownership Type: GOVERNMENT INSTITUTIONS

Witness Details

Witness CID: CID# 11705001670 Witness Name: Dorji Namgyal Witness Mobile No.: 12345678

Sl.	Party	Mobile	Action
1	Transferee	001649	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Transferee	001640	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Namgay Chenzom	11705001235 0000-00-00 Female	Tangstbjee Tsa-5-11	12345678 namgay@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
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Select the transaction party type, select main category (State Owned Institutions, Crown Property, Gerab Dratshang, etc), add contact details, enter thram details, add witness details and click “Save” button. Once the transaction party details are added the page will be as shown below.

NOTIFICATIONS Sonam Chophel

Home / RL Transactions / LT Applications / Step 1

1 Transaction Party Details 2 Details of the Transaction 3 Attachment Files

Success
Successfully Added Transactor Details

Sale/Purchase | 001180046

Initiated [View Activity Logs](#)

Transaction No: 001180046 Sub-Transaction Type: Sale/Purchase
Application Date: 24-11-2018 Dzongkhag/Gewog: HAA / KATSHO

Transaction Parties

+ Add Transferor/Transferee + Add Transferor/Transferee [for Firms/Corporate Agency]

Sl.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile Email	Thram Ownership	Witness Name CID Mobile	Action
1	Transferor	Tshering Dorji	10503000494 1968-01-01 Male	Haa Throm CHA-7-75	12345678 sonam@gmail.com	365 FAMILY LAND	Tshering Wangchuk 11705001649 12345678	
2	Transferee	Tshering Wangchuk	11705001649 0000-00-00 Male	Tangsibjee Tsa-5-49	12345678 tshering@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678	
		Namgay Chenzom	11705001235 0000-00-00 Female	Tangsibjee Tsa-5-11	12345678 namgay@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678	
3	Transferee	Department of Livestock	11	--	12345678 representative@gmail.com	0 GOVERNMENT INSTITUTIONS	Dorji Namgyal 11705001670 12345678	

[Next](#)

If the applicant wants to edit or delete the transaction party details, the applicant have the options in the “Action” column. If the transaction party added has the thram ownership type as “Joint Owners”, the applicant has the option to add joint owners in the option. To add a joint owner to the transaction party click the green button with user add icon inside and following dialog box will appear.

+ Add Holding Details

Personal Information

Citizen ID No: CID# 11705001235
 Date Of Birth * Will be auto fetched: false
 Name * Will be auto fetched: Namgay Chenzom

Gender * Will be auto fetched: Female
 House No. * Will be auto fetched: Tsa-5-11
 Gewog * Will be auto fetched: Tangsibjee

Contact Details

Mobile No.: +975 12345678
 E-mail: namgay@gmail.com

Sl.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile Email	Thram Ownership	Witness Name CID Mobile	Action
1	Transferor	Tshering Dorji	10503000494 1968-01-01 Male	Haa Throm CHA-7-75	12345678 sonam@gmail.com	365 FAMILY LAND	Tshering Wangchuk 11705001649 12345678	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	Transferee	Tshering Wangchuk	11705001649 0000-00-00 Male	Tangsibjee Tsa-5-49	12345678 tshering@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678	<input type="button" value="add"/> <input type="button" value="edit"/> <input type="button" value="delete"/>

Enter the personal information (enter cid number and other details will be fetched automatically), enter contact details and click “Save” button.

Add Transaction Details

After adding all the transaction party details in a particular transaction application, click “Next” button. The following page will appear where an applicant can add transaction details.

NOTIFICATIONS

Home / RL Transactions / LT Applications / Step 2

Transaction Party Details | **2** Details of the Transaction | Attachment Files | Complete

Sale/Purchase | 001180046

Initiated [+ View Activity Logs](#)

- Transaction No: 001180046
- Sub-Transaction Type: Sale/Purchase
- Application Date: 24-11-2018
- Dzongkhag/Gewog: HAA / KATSHO

Transaction Details

[+ Add Transaction Details](#)

Sl.	Thram	Plot No.	Plot Name Type	Plot Kasho Area	Transaction Area kasho	Transfer Kasho Sub-Divide	Transferee Details	Transferee Thram	Valuation Remarks	Action
No Records										

[Next](#)

To add transaction details, click “Add Transaction Details” button and following dialog box will appear.

Select the transaction area party thram from where you want to add transaction details, select the plot ID or plot number (other plot details will be fetched automatically), enter transaction details (transaction area, kasho area, select the transaction party where the transaction details is to be added, select thram to create thram, check if the transaction is solid plot transfer or there will be sub-division of plot, select if there is kasho area and that kasho area needs to be divided and enter the land cost - applicable only to sale purchase), enter a remarks that will help the official understand better what you are trying to do and click “Save” button to save the transaction details.

Incase if the thram ownership type of the transferee is joint owner, then the transaction details can be added as shown below:

+ Add Transaction Details
✕

Transferor Thram No.

Thram: 365, Owner: Tshering Dorji (10503000494) - Transferor

Plot Details

Plot ID.* Select Transferor Thram to fetch PlotID.

KAT-983

Land Type * Will be auto fetched.

KAMZHING

Plot Name * Will be auto fetched.

Jachhuma

Plot Area * Will be auto fetched.

0.506

Kasho Area * Will be auto fetched.

0.366

Transaction Details

Transaction Area

0.306

Kasho Transaction Area

0.306

Transferee Details

Tshering Wangchuk(11705001649)...

Transferee Thram No.* Select Transferee to fetch.

Create New Thram

You have not entered Thram No.

Solid Plot/Sub-Divide

Solid Plot Sub-Divide Plot

Sub-Divide Kasho Area

YES NO

Land Valuation [Nu.]

2000000

Joint Owners	Plot Area
Tshering Wangchuk (11705001649)	<div style="border: 1px solid #ccc; padding: 2px;">0.153</div>
Namgay Chenzom (11705001235)	<div style="border: 1px solid #ccc; padding: 2px;">0.153</div>
Total of Joint Owners Plot Area	<div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">0.306</div>

Remarks

Please transfer 30.6 decimal to Mr [Tshering Wangchuk](#) and [Namgay Chenzom](#) (joint owner). They are having 15.3 decimal each as a joint ownership

Select the transferor information from transferor thram number section, select the plot is to be transferred to the joint owners (other details will be auto fetched), enter the transaction area, enter the kasho area if the kasho area is to be transferred, select the owners details from the transferee details, select the transferee thram option (create new thram if the transferee has no thram in that gewog or select merge to existing thram if the transferee has thram in that gewog and the transferee wishes to add the plot to their thram), check the sub-division option (select solid plot if the plot is transferred without subdivision or select sub-divide plot if the plot is to be transferred

after subdivision), check kasho area subdivision (yes if there is kasho area subdivision and no if there is no kasho area subdivision), enter the land value/cost (applicable only to sale purchase transaction). In the joint owner and plot area section, enter the area of each joint owners against their name. The total area entered in the transaction arer and the total area of joint owners has to be same. Enter the remarks and click “Save” button.

After the transaction details are added successful, the page will look like as shown below:

Success
Successfully added transaction details

Sale/Purchase | 001180046
Initiated + View Activity Logs

- Transaction No: 001180046
- Sub-Transaction Type: Sale/Purchase
- Application Date: 24-11-2018
- Dzongkhag/Gewog: HAA / KATSHO

Transaction Details

+ Add Transaction Details

Sl.	Thram	Plot No.	Plot Name Type	Plot Kasho Area	Transaction Area kasho	Transfer Kasho Sub-Divide	Transferee Details	Transferee Thram	Valuation Remarks	Action
1	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.260 0.000	Sub-Divide NO	Department of Livestock 11	Create New Thram	Nu.1500000 Please transfer 26 decimal to Dept. of Livestock from plot ID KAT-983	
2	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.306 0.306	Sub-Divide NO	Tshering Wangchuk 11705001649:0.153 Namgay Chenzom 11705001235:0.153	Create New Thram	Nu.2000000 Please transfer 30.6 decimal to Mr Tshering Wangchuk and Namgay Chenzom (joint owner). They are having 15.3 decimal each as a joint ownership	

Next

If the applicant wishes to edit or delete the transaction details, it can be done from the “Action” column.

Attach/Upload supporting documents

After adding the transaction details, click the “Next” button at the bottom of transaction details page and the following page will be displayed.

Home / RL Transactions / LT Applications / Step 3

NOTIFICATIONS Sonam Chopel

Transaction Party Details Details of the Transaction Attachment Files Complete

Sale/Purchase | 001180046

Initiated [View Activity Logs](#)

Transaction No: 001180046 Sub-Transaction Type: Sale/Purchase
Application Date: 24-11-2018 Dzongkhag/Gewog: HAA / KATSHO

Attachment Files

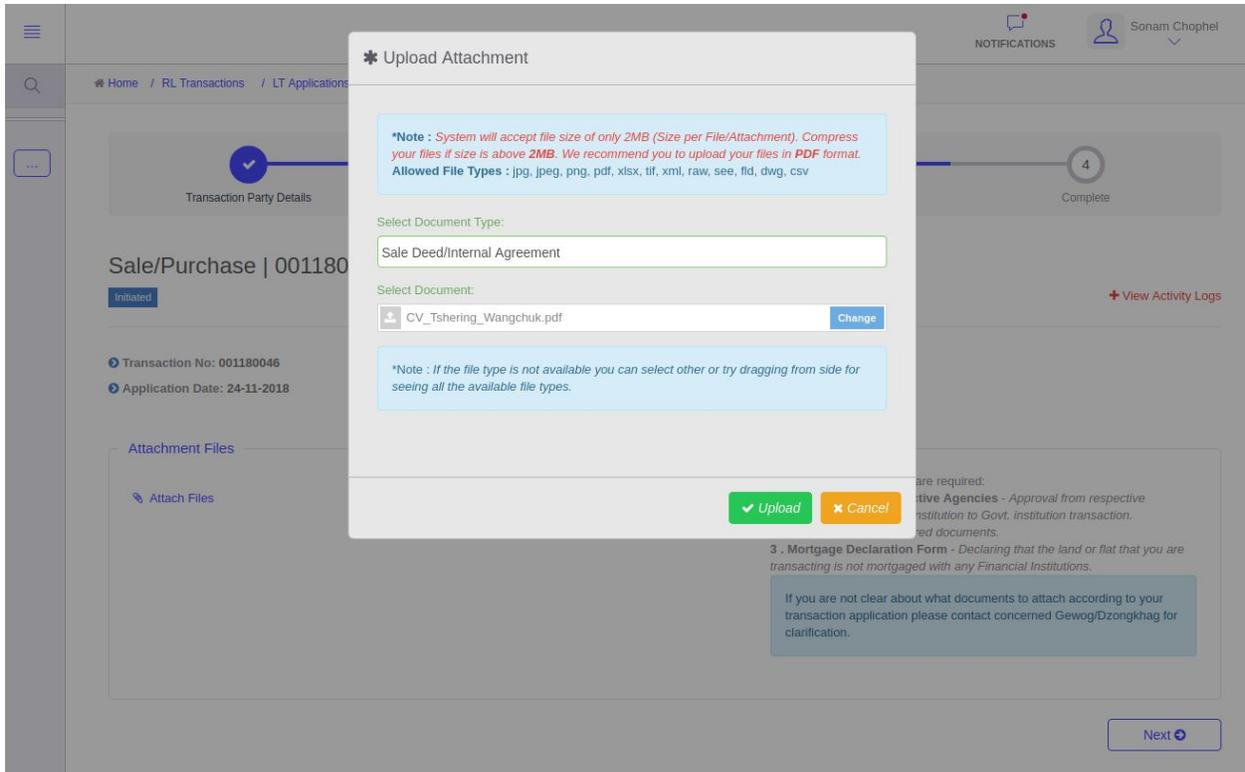
[Attach Files](#)

Following attachment files are required:
1 . **Approval from Respective Agencies** - Approval from respective agencies in case of Govt. institution to Govt. institution transaction.
2 . **Other** - Any other required documents.
3 . **Mortgage Declaration Form** - Declaring that the land or flat that you are transacting is not mortgaged with any Financial Institutions.

If you are not clear about what documents to attach according to your transaction application please contact concerned Gewog/Dzongkhag for clarification.

[Next](#)

To attach or upload supporting documents of the transaction application, click the “Attach Files” link and a dialog box will appear as shown below:



Select the attachment or document name (the transaction supporting documents required for each transaction type will be listed to the left bottom of the page), select the scanned copy of the supporting document and click "Upload" button.

The portal will accept file size of 2MB and if the file size is larger than 2MB, the applicants are recommended to compress the file size. Although the portal accepts different file types, the recommended format is PDF.

After the supporting documents are uploaded, the page will look like as shown below.

Home / RL Transactions / LT Applications / Step 3

NOTIFICATIONS Sonam Chopel

Transaction Party Details Details of the Transaction Attachment Files Complete

Success
File successfully uploaded.

Sale/Purchase | 001180046

Initiated [View Activity Logs](#)

Transaction No: 001180046 Sub-Transaction Type: Sale/Purchase
Application Date: 24-11-2018 Dzongkhag/Gewog: HAA / KATSHO

Attachment Files

Files Attached

- Sale Deed/Internal Agreement Sonam Chopel (Citizen), 24-11-2018 - 18116tk6655n9.pdf [Download](#) [Delete](#)

[Attach Files](#)

Following attachment files are required:

- Approval from Respective Agencies - Approval from respective agencies in case of Govt. institution to Govt. institution transaction.
- Other - Any other required documents.
- Mortgage Declaration Form - Declaring that the land or flat that you are transacting is not mortgaged with any Financial Institutions.

If you are not clear about what documents to attach according to your transaction application please contact concerned Gewog/Dzongkhag for clarification.

[Next](#)

If the applicant wants delete or download the uploaded supporting documents, it can be done from the link icon displayed towards the end of attachment name. Click “Attach Files” to add all the supporting documents.

Transaction application overview

After adding all the supporting documents to the transaction application, click the “Next” button and the following page will be displayed with all the details filled till now.

Home / RL Transactions / LT Applications / Step 4

NOTIFICATIONS Senam Chopel

Transaction Party Details Details of the Transaction Attachment Files Complete

Sale/Purchase | 001180046 Initiated [Print](#) [View RLT-2](#) [View Activity Logs](#)

Transaction No: 001180046 Sub-Transaction Type: Sale/Purchase
 Application Date: 24-11-2018 Dzongkhag/Gewog: HAA / KATSHO

Transferor, Transferee and Others informations

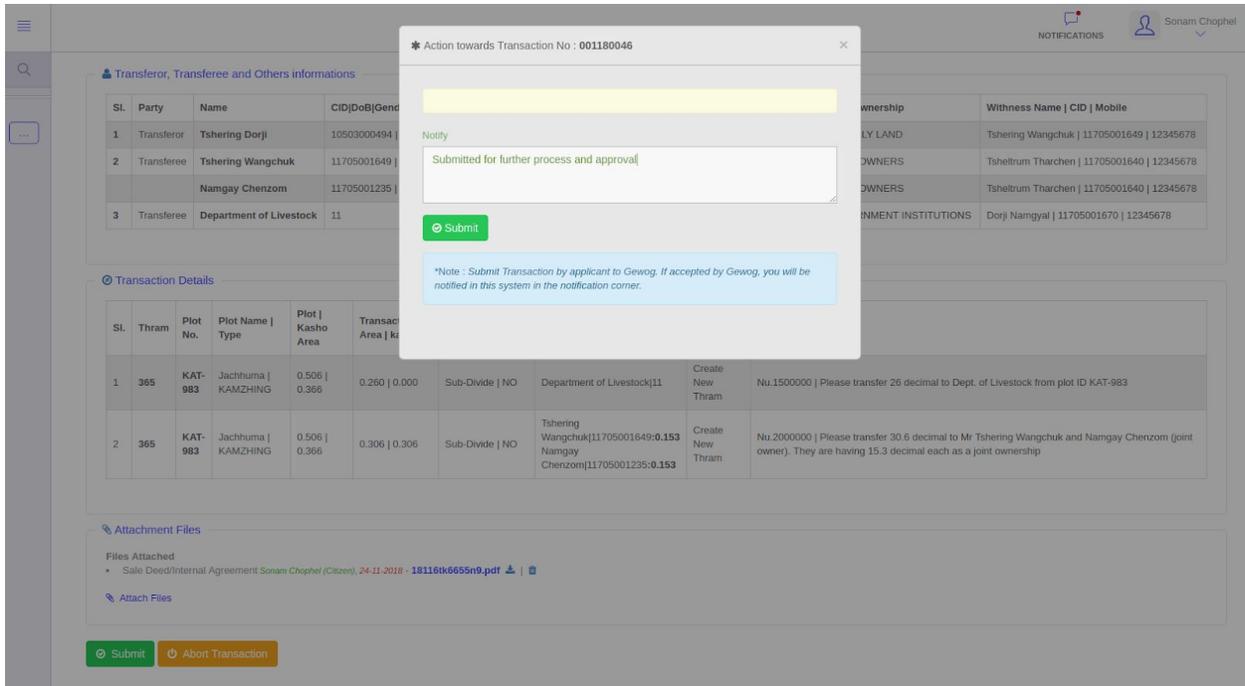
Sl.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile Email	Thram Ownership	Witness Name CID Mobile
1	Transferor	Tshering Dorji	10503000494 1968-01-01 Male	Haa Throm CHA-7-75	12345678 sonam@gmail.com	365 FAMILY LAND	Tshering Wangchuk 11705001649 12345678
2	Transferee	Tshering Wangchuk	11705001649 0000-00-00 Male	Tangsibjee Tsa-5-49	12345678 tshering@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678
3	Transferee	Namgay Chenzom	11705001235 0000-00-00 Female	Tangsibjee Tsa-5-11	12345678 namgay@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678
3	Transferee	Department of Livestock	11	--	12345678 representative@gmail.com	0 GOVERNMENT INSTITUTIONS	Dorji Namgyal 11705001670 12345678

Transaction Details

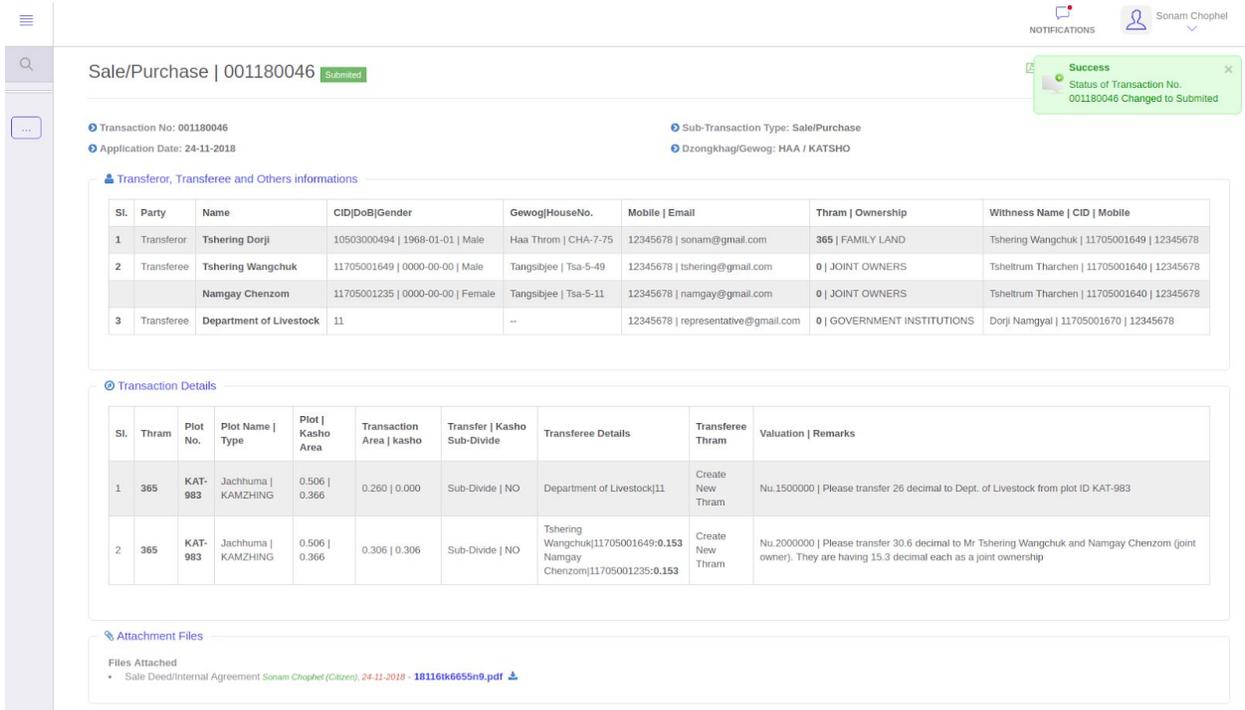
Sl.	Thram	Plot No.	Plot Name Type	Plot Kasho Area	Transaction Area kasho	Transfer Kasho Sub-Divide	Transferee Details	Transferee Thram	Valuation Remarks
1	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.260 0.000	Sub-Divide NO	Department of Livestock 11	Create New Thram	Nu.1500000 Please transfer 26 decimal to Dept. of Livestock from plot ID KAT-983
2	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.306 0.306	Sub-Divide NO	Tshering Wangchuk 11705001649:0.153 Namgay Chenzom 11705001235:0.153	Create New Thram	Nu.2000000 Please transfer 30.6 decimal to Mr Tshering Wangchuk and Namgay Chenzom (joint owner). They are having 15.3 decimal each as a joint ownership

Submit Transaction Application

If all the details are as desired by the applicant, the transaction application can be submitted to Gewog official for verification and acceptance. If any section is to be corrected before submitting, it can be done by clicking the section title (Transaction Party Details, Details of the Transaction and Attachment Files). To submit the transaction application, click the “Submit” button at the end of the transaction overview (Complete) section. A dialog box will appear as shown below.

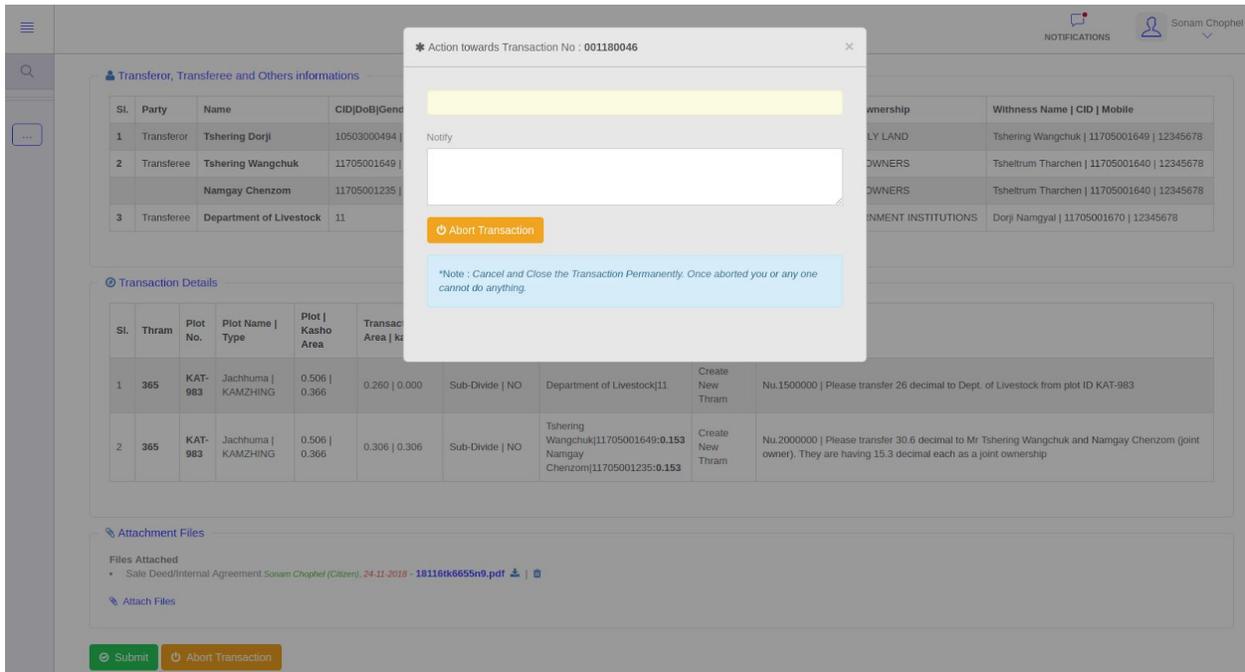


Write a remarks and click "Submit" button to submit the transaction application. Once the transaction application is submitted, the applicant can not make any changes until the officials at the gewog return it for correction. The page will look like below once the transaction is submitted.



Abort Transaction

The transaction application can be aborted if the applicant wishes. To abort the transaction application click the “Abort transaction” button and a dialog box will appear as shown below. Write the remarks and click “Abort transaction” button. Once the transaction application is aborted, no one can do anything but the record will remain for statistics.



The screenshot displays a web application interface for managing transactions. A modal dialog box titled "Action towards Transaction No : 001180046" is open, featuring a text input field for remarks and an "Abort Transaction" button. A note at the bottom of the dialog states: "*Note : Cancel and Close the Transaction Permanently. Once aborted you or any one cannot do anything." The background interface includes a table for "Transferor, Transferee and Others informations" and a "Transaction Details" table. The "Transaction Details" table contains the following data:

Sl.	Thram	Plot No.	Plot Name Type	Plot Kasho Area	Transac Area k				
1	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.260 0.000	Sub-Divide NO	Department of Livestock 11	Create New Thram	Nu.1500000 Please transfer 26 decimal to Dept. of Livestock from plot ID KAT-983
2	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.306 0.306	Sub-Divide NO	Tshering Wangchuk 11705001649:0.153 Nangay Chenzom 11705001235:0.153	Create New Thram	Nu.2000000 Please transfer 30.6 decimal to Mr Tshering Wangchuk and Nangay Chenzom (joint owner). They are having 15.3 decimal each as a joint ownership

Re-submitting the returned transaction

Once the transaction application is submitted the applicant can view the details but cannot edit or do anything (there will be no action buttons and links). If there are any corrections to be made, the registrar (gewog official) during verification will return the transaction application to the applicant and the applicant can make the changes accordingly. If the transaction application is returned for any correction, it will look like as shown below.

Application Date: 24-11-2018 Dzongkhag/Gewog: HAA / KATSHO

Transferor, Transferee and Others informations

Sl.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile Email	Thram Ownership	Witness Name CID Mobile
1	Transferor	Tshering Dorji	10503000494 1968-01-01 Male	Haa Throm CHA-7-75	12345678 sonam@gmail.com	365 FAMILY LAND	Tshering Wangchuk 11705001649 12345678
2	Transferee	Tshering Wangchuk	11705001649 0000-00-00 Male	Tangsbyjee Tsa-5-49	12345678 tshering@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678
3	Transferee	Namgay Chenzom	11705001235 0000-00-00 Female	Tangsbyjee Tsa-5-11	12345678 namgay@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678
3	Transferee	Department of Livestock	11	--	12345678 representative@gmail.com	0 GOVERNMENT INSTITUTIONS	Dorji Namgyal 11705001670 12345678

Transaction Details

Sl.	Thram	Plot No.	Plot Name Type	Plot Kasho Area	Transaction Area kasho	Transfer Kasho Sub-Divide	Transferee Details	Transferee Thram	Valuation Remarks
1	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.260 0.000	Sub-Divide NO	Department of Livestock 11	Create New Thram	Nu.1500000 Please transfer 26 decimal to Dept. of Livestock from plot ID KAT-983
2	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.306 0.306	Sub-Divide NO	Tshering Wangchuk 11705001649:0.153 Namgay Chenzom 11705001235:0.153	Create New Thram	Nu.2000000 Please transfer 30.6 decimal to Mr Tshering Wangchuk and Namgay Chenzom (joint owner). They are having 15.3 decimal each as a joint ownership

Attachment Files

Files Attached

- Sale Deed/Internal Agreement Sonam Chopel (Citizen), 24-11-2018 - 18116tk6655n9.pdf

Submit Abort Transaction Direct-Forward

After making the changes or corrections requested by the registrar, the applicant can submit back the transaction application by clicking the “Direct Forward” button as shown below.

Application Date: 24-11-2018 Dzongkhag/Gewog: HAA / KATSHO

Transferor, Transferee and Others informations

Sl.	Party	Name	CID DoB Gender	Gewog HouseNo.	Mobile Email	Thram Ownership	Witness Name CID Mobile
1	Transferor	Tshering Dorji	10503000494 1968-01-01 Male	Haa Throm CHA-7-75	12345678 sonam@gmail.com	365 FAMILY LAND	Tshering Wangchuk 11705001649 12345678
2	Transferee	Tshering Wangchuk	11705001649 0000-00-00 Male	Tangsbyjee Tsa-5-49	12345678 tshering@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678
3	Transferee	Namgay Chenzom	11705001235 0000-00-00 Female	Tangsbyjee Tsa-5-11	12345678 namgay@gmail.com	0 JOINT OWNERS	Tsheltrum Tharchen 11705001640 12345678
3	Transferee	Department of Livestock	11	--	12345678 representative@gmail.com	0 GOVERNMENT INSTITUTIONS	Dorji Namgyal 11705001670 12345678

Transaction Details

Sl.	Thram	Plot No.	Plot Name Type	Plot Kasho Area	Transaction Area kasho	Transfer Kasho Sub-Divide	Transferee Details	Transferee Thram	Valuation Remarks
1	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.260 0.000	Sub-Divide NO	Department of Livestock 11	Create New Thram	Nu.1500000 Please transfer 26 decimal to Dept. of Livestock from plot ID KAT-983
2	365	KAT-983	Jachhuma KAMZHING	0.506 0.366	0.306 0.306	Sub-Divide NO	Tshering Wangchuk 11705001649:0.153 Namgay Chenzom 11705001235:0.153	Create New Thram	Nu.2000000 Please transfer 30.6 decimal to Mr Tshering Wangchuk and Namgay Chenzom (joint owner). They are having 15.3 decimal each as a joint ownership

Attachment Files

Files Attached

- Sale Deed/Internal Agreement Sonam Chopel (Citizen), 24-11-2018 - 18116tk6655n9.pdf

Submit Abort Transaction Direct-Forward

*** Forward Transaction No. : 001180046**

* Transaction was rejected by Registrar on date : 2018-11-24
Remarks : Please attach family NOC.

Forward To:

Remarks:

Direct Forward

*Note : Forward the Transaction to the selected dealing officer

The applicant will be notified at every stage and will be notified. To view the reason why the transaction application is being returned, the applicant can view the activity log as shown below:

The screenshot shows a modal window titled "Activity Logs" overlaid on a dashboard. The modal contains a table with the following data:

#	Date Time	Author	Role	Status	Remarks
1	2018-11-24 21:53:59	Sonam Chophel	Citizen	Initiated	Transaction Initiated
2	2018-11-24 22:11:50	Sonam Chophel	Citizen	Submitted	Submitted for further process and approval
3	2018-11-24 22:12:52	Jai Raj Rai	Registrar	Returned	Please attach family NOC.

The background dashboard shows a table of transactions with columns: #, Transaction No., Type, Author, and Action. A "Year" dropdown is set to 2018. A "+ Apply New Transaction" button is visible in the top right.

Editing Transaction type and location

To edit the transaction type and location of the transaction application, click the “View your Transaction List” from the dashboard. The list of transaction applications the applicant has initiated will be shown as follow.

The screenshot shows a modal window titled "Edit Transaction for [Yojeed]". It contains a form with the following fields:

- Transaction Category: Yojeed
- Sub-Transaction Category: Yojeed
- Dzongkhag: PEMAGATSHEL / ཤུལ་ཤར་རྫོང་ཁུལ་
- Gewog: KHAR / མཉམ་པ་རྫོང་།

At the bottom of the modal, there are two buttons: "Save & Proceed Transaction" (green) and "Cancel" (orange). The background dashboard shows a table of transactions with columns: #, Transaction No., Type, Author, and Action. A "Year" dropdown is set to 2018. A "+ Apply New Transaction" button is visible in the top right.

The transaction application can be edited only if the transaction is not submitted. To edit the transaction type and location, click the edit icon from the “Action” column and edit accordingly and click “Save and Proceed Transaction” button.

Note: Any status changes at any stage will be notified to the applicant through email, SMS in registered mobile number and in the notifications center in applicants portal account.