

2025

Registration of Exchange



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Login

- 1) Visit Bhu Bharati (<https://bhubharati.telangana.gov.in/>) portal and click on the Login button to avail any service.



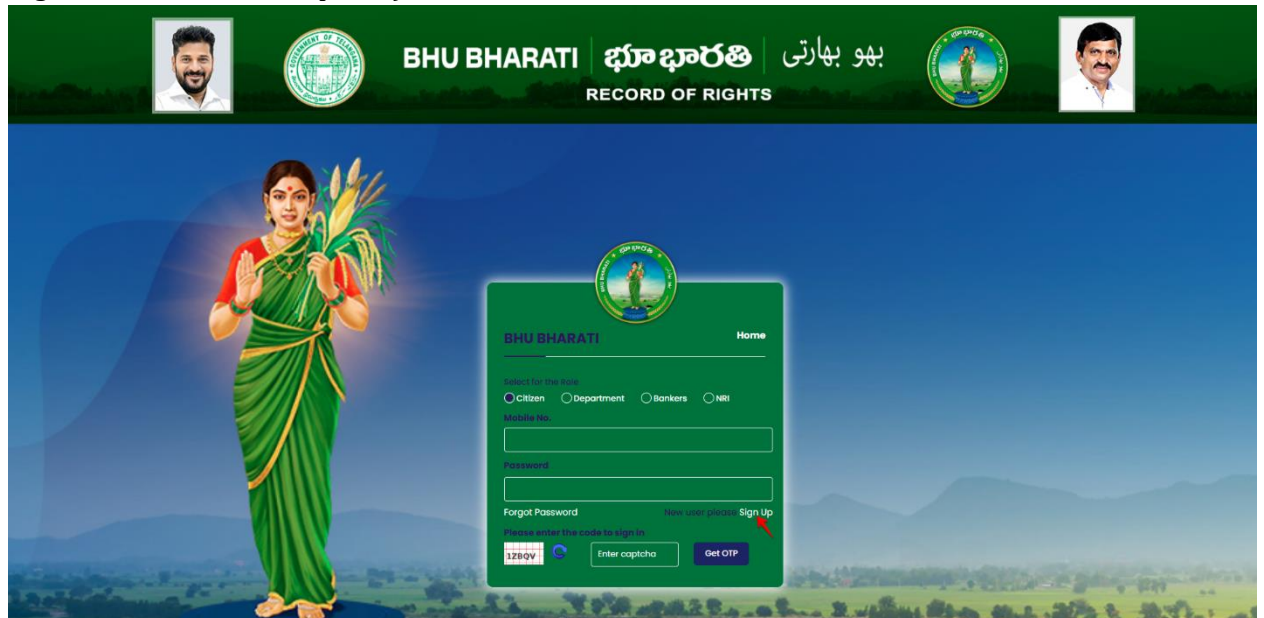
భూధార్

భూధార్ అనగా ప్రతీ భూకమతానికి ఇచ్చే ప్రత్యేక గుర్తింపు సంఖ్య. భూధార్ నంబర్లు భూముల రిజిస్ట్రేషన్లు వేగంగా, సులభంగా, పారదర్శకంగా జరిగేలా చూస్తాయి. రైతులు, భూయజమానులకు వారి భూకమతాలకు సంబంధించిన స్పష్టమైన సమాచారం పొందేలా చేస్తుంది. భూ హక్కుల పరిరక్షణలో మరియు భూసమస్యల పరిష్కారంలో భూధార్ కీలక పాత్ర పోషిస్తుంది. భూధార్ ద్వారా భూయజమానులకు ఎటువంటి అనుమాలకు తావులేని హక్కు పత్రాలను ఇవ్వాలని దాని ద్వారా వ్యవసాయ రంగాన్ని మరింత పటిష్టం చేయాలని సంకల్పించాము

For assistance or inquiries, please contact our toll number at 040-29313999

Bhu Mitra

- 2) If not registered with Bhu Bharati, click on the Signup to register into the portal (check user registration manual if required).



BHU BHARATI Home

Select for the Role
 Citizen Department Bankers NRI

Mobile No.

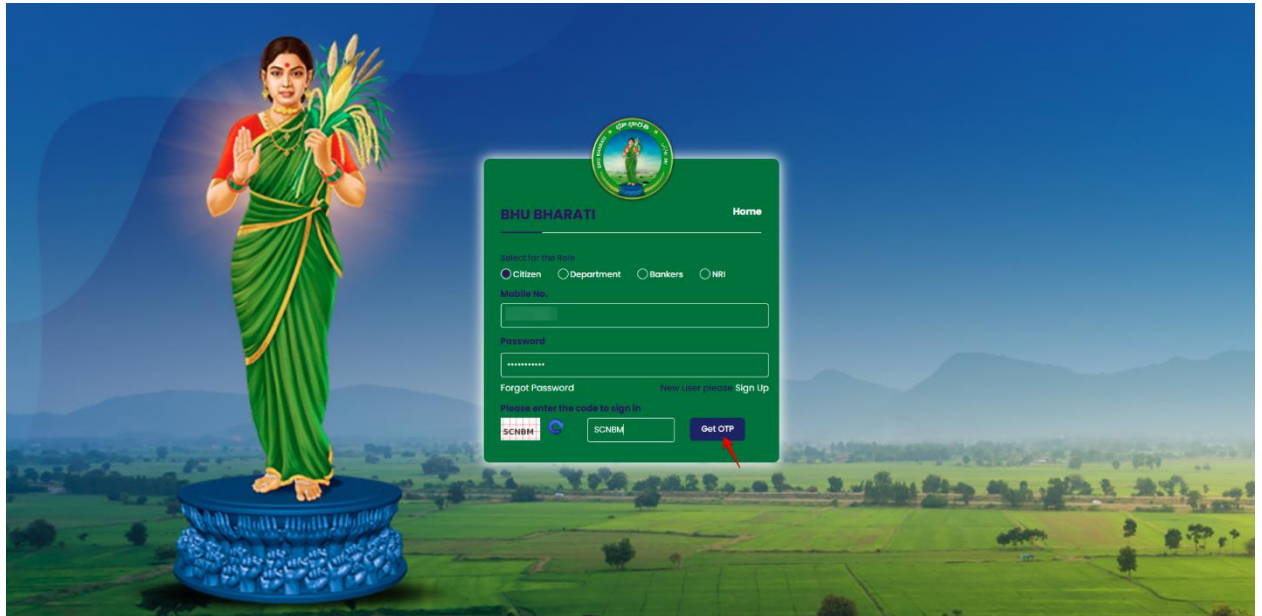
Password

Forgot Password [New User please Sign Up](#)

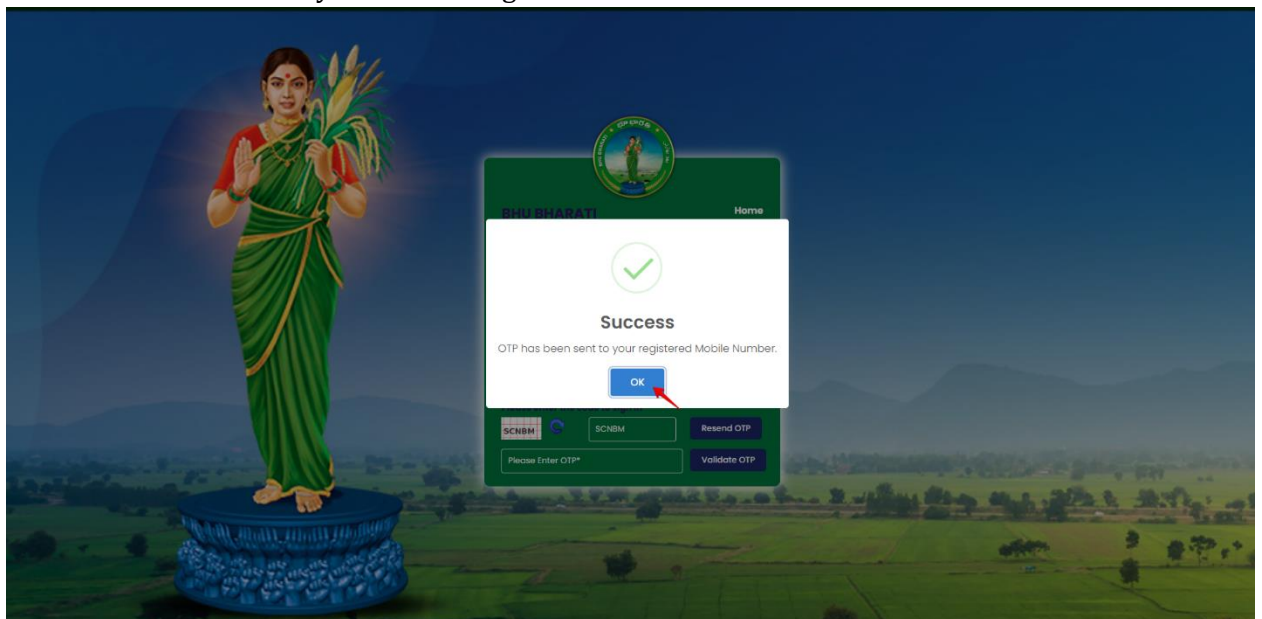
Please enter the code to sign in
 Enter captcha



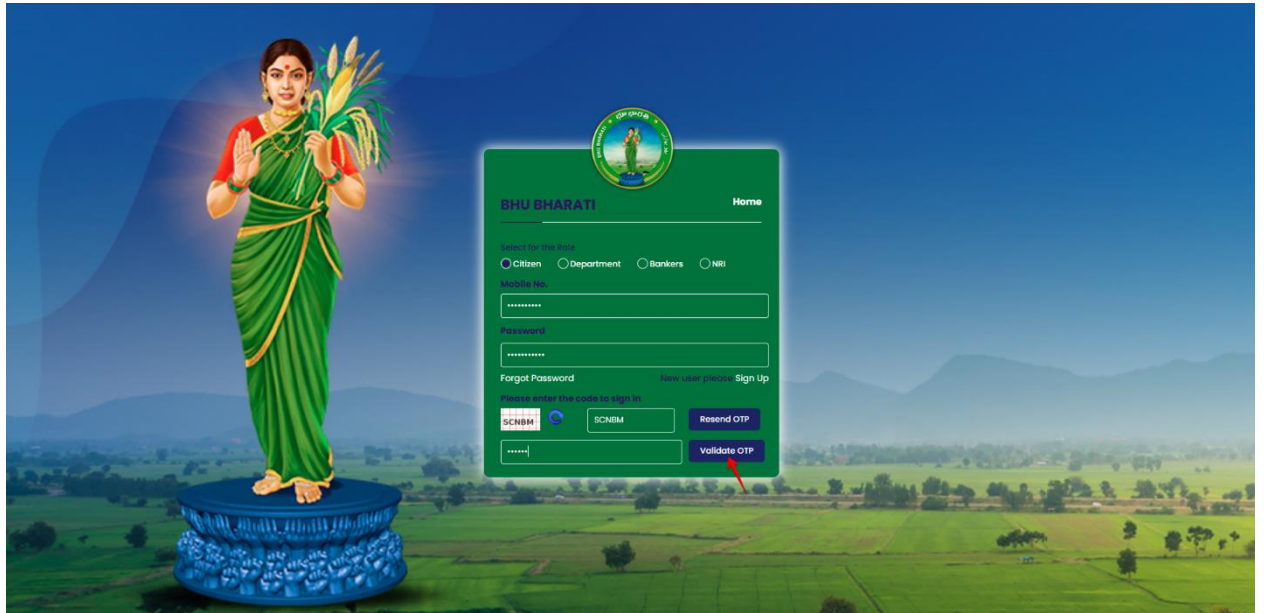
- 3) If already registered with Bhu Bharati, login to the portal by entering the mobile number, password, captcha, and click on the Get OTP button.



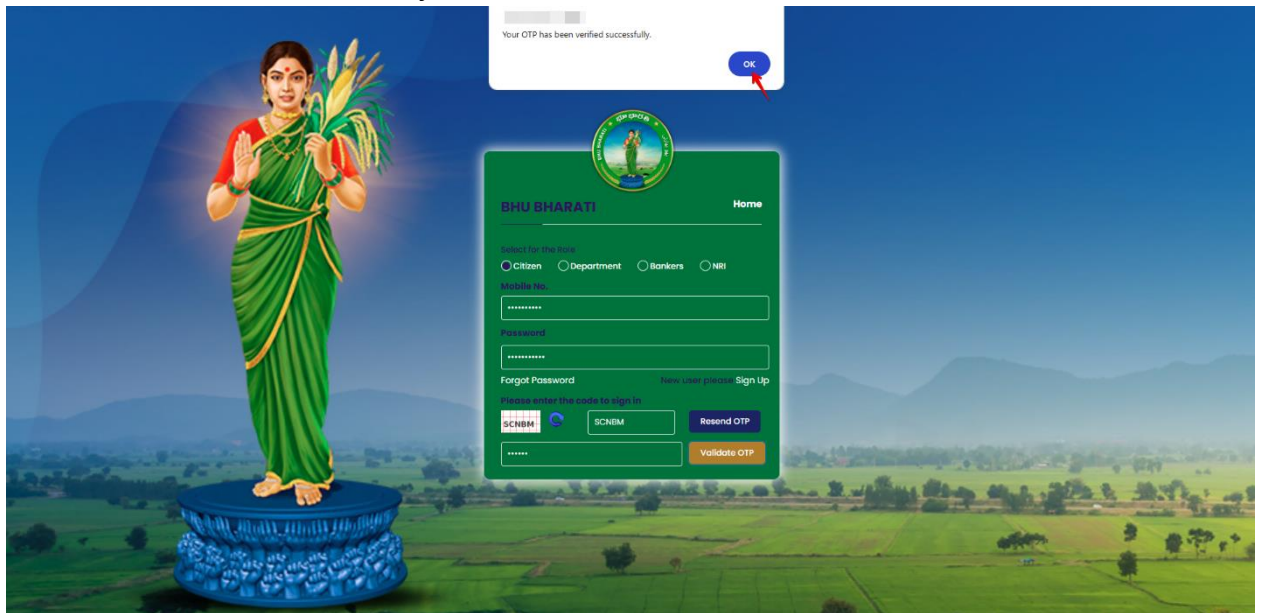
- 4) OTP has been successfully sent to the registered mobile number. Click on the OK button.



5) Enter OTP and click on the Validate OTP button.



6) OTP has been verified successfully. Click on the OTP button.



7) Citizen Dashboard is now open for using any service.

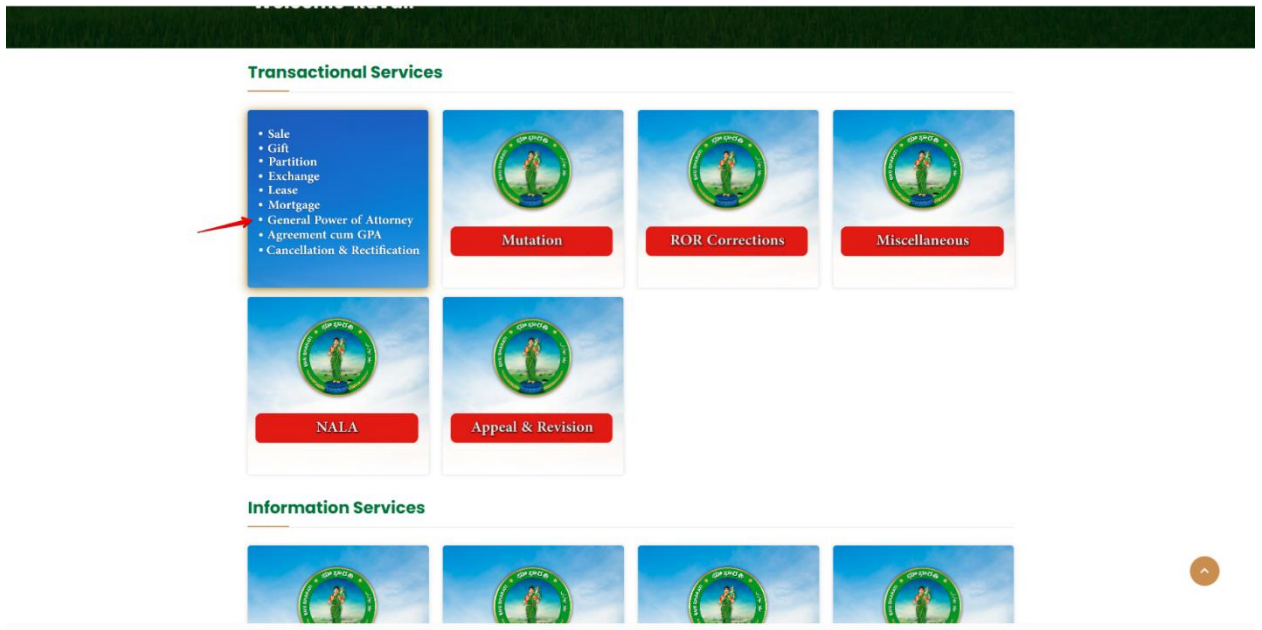


Transactional Services



Registration of Exchange

1. To avail the Registration for exchange service, hover over Registration Modules and click on it.



2. Choose Registration of Exchange.

The screenshot shows the home page of the BHU BHARATI RECORD OF RIGHTS website. The header features the BHU BHARATI logo and text in Telugu and English. Below the header, there is a navigation menu with options like Home, About us, User Manuals, and FAQ. The main content area displays a 'Welcome Ravali' message and a grid of service options. A red arrow points to the 'Registration of Exchange' option in the grid.

3. You can check all the citizen side flows involved in the application and click on the Proceed button to move further into the application.

The screenshot shows the 'Registration of Exchange' application flow diagram. The diagram consists of five steps: Step 1: Data entry by Citizen, Step 2: Payment, Step 3: Citizen has to download e-Callon & Transaction summary, Step 4: Slot Booking, and Step 5: Application forwarded to department login for further processing. A 'Proceed' button is highlighted with a red arrow.

4. Select the Nature of Deed, Nature of Sub Deed, enter PPB (Passbook) Number, and click on the Fetch button.

The screenshot shows the 'Registration of Exchange' form. The form has three main fields: 'Nature of Deed', 'Nature of Sub Deed', and 'PPB Number'. The 'Nature of Deed' and 'Nature of Sub Deed' dropdown menus are set to 'EXCHANGE'. A red arrow points to the 'Fetch' button.



- The property details populate. Select the checkbox corresponding to the extent of land. Enter the transacted extent of land and consideration value. Click on the Proceed button.

Home Welcome Ravali (CITIZEN)

Nature of Deed: EXCHANGE Nature of Sub Deed: EXCHANGE PPB Number: Fetch Reset

Do you want to transact with GPA/SPA? Yes No

Property Details

District: Vikarabad Mandal: Fargi Village: Fargi Khata No.: Pattadar Name: Father/ Husband's Name:

Select	S.No.	Survey No./ Sub-Division No.	Extent Owned (Ac. Gts)	Transacted Extent (Ac. Gts)	Consideration Value (Rs.)	Market Value (Rs.)
<input checked="" type="checkbox"/>	1		1.0000	0.2000	5478	2499
<input type="checkbox"/>	2		2.0000			
Total			3.0000	0.2000	5478	2499

Proceed

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- Enter boundary details and click on the Proceed button.

Home Welcome Ravali (CITIZEN)

Pre Registration Information required for Citizen Slot booking Application Txn No: 2400000908

Nature of Deed: EXCHANGE Nature of Sub Deed: EXCHANGE PPB Number: Fetch Reset

Do you want to transact with GPA/SPA? Yes No

Property Details

District: Vikarabad Mandal: Fargi Village: Fargi Khata No.: Pattadar Name: Father/ Husband's Name:

Select	S.No.	Survey No./ Sub-Division No.	Extent Owned (Ac. Gts)	Transacted Extent (Ac. Gts)	Consideration Value (Rs.)	Market Value (Rs.)
<input checked="" type="checkbox"/>	1		1.0000	0.2000	5478	2499
<input type="checkbox"/>	2		2.0000			
Total			3.0000	0.2000	5478	2499

Four Boundary Details

Survey No./ Sub-Division No.	North	South	East	West
	Road	Road	Road	Survey Number

Proceed

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- Property schedule summary will be displayed. To add exchangee click on Add Exchangee button.

Home Welcome Ravali (CITIZEN)

Get Started Property Details Exchanger Exchangee Consenting Party Details of payments of consideration Payment

Property Details Application Txn No: 2400000908

Property Schedule Summary

S.No.	District	Tahsildar & J. Sub Registrar Office	Village	Passbook No.	Sy. No. / Sub Sy. No.	Khata No.	Total extent (Ac.Gts)	Transacted Extent (Ac. Gts)	Edit	Delete
1	Vikarabad	Fargi	Fargi				1.0000	0.2000		

Add Exchangee Continue

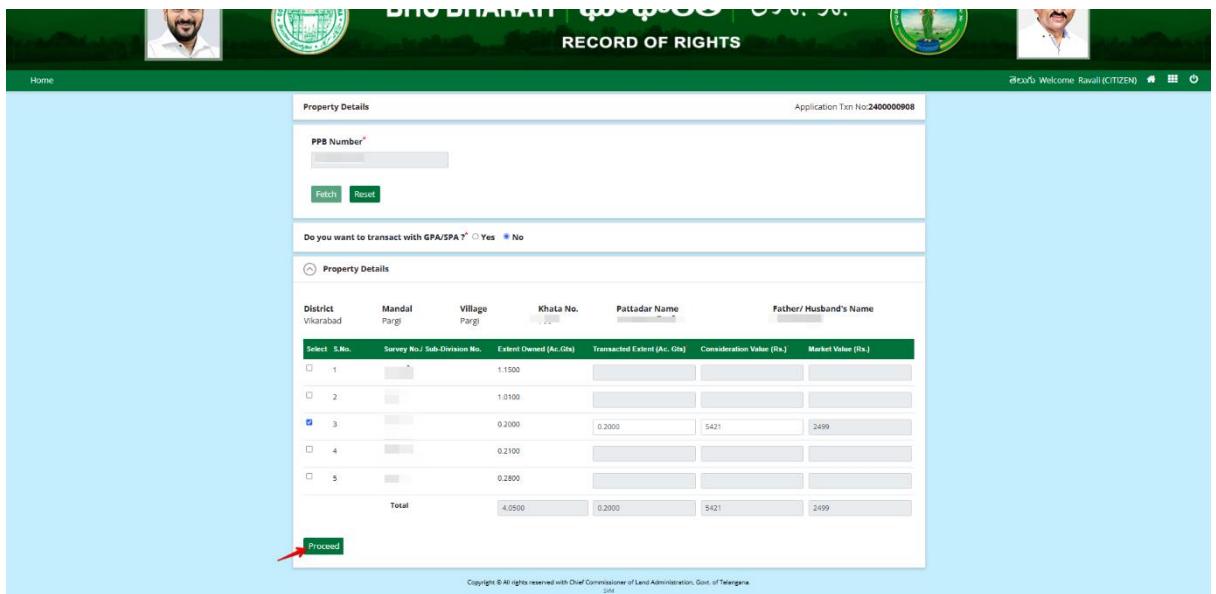
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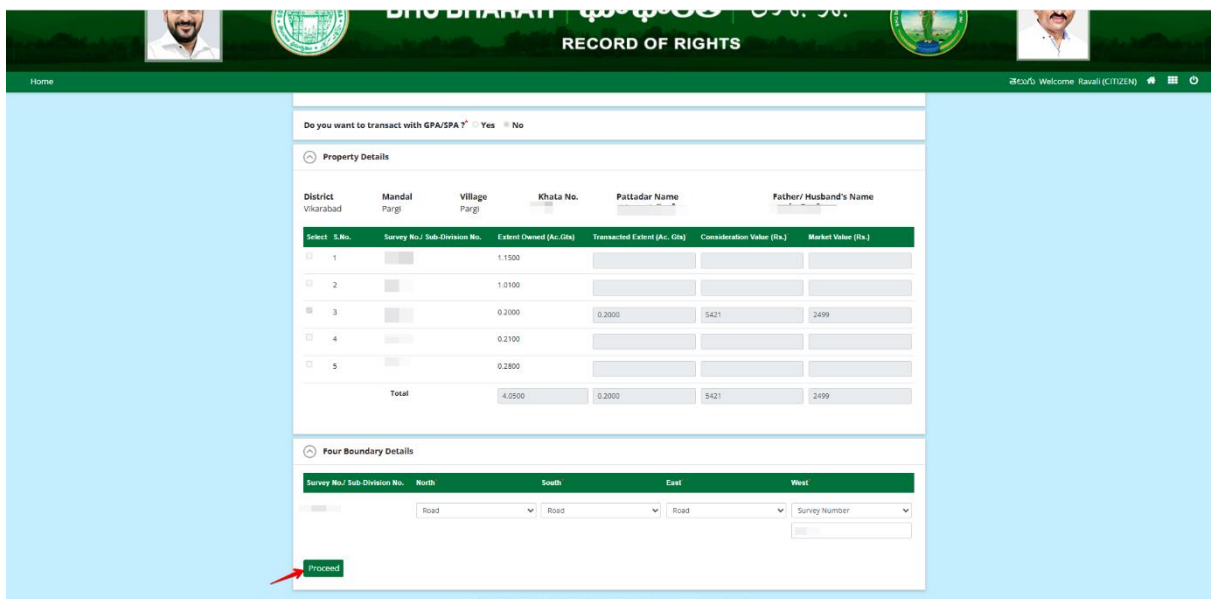
8. Enter Passbook Number and click on the Fetch button.



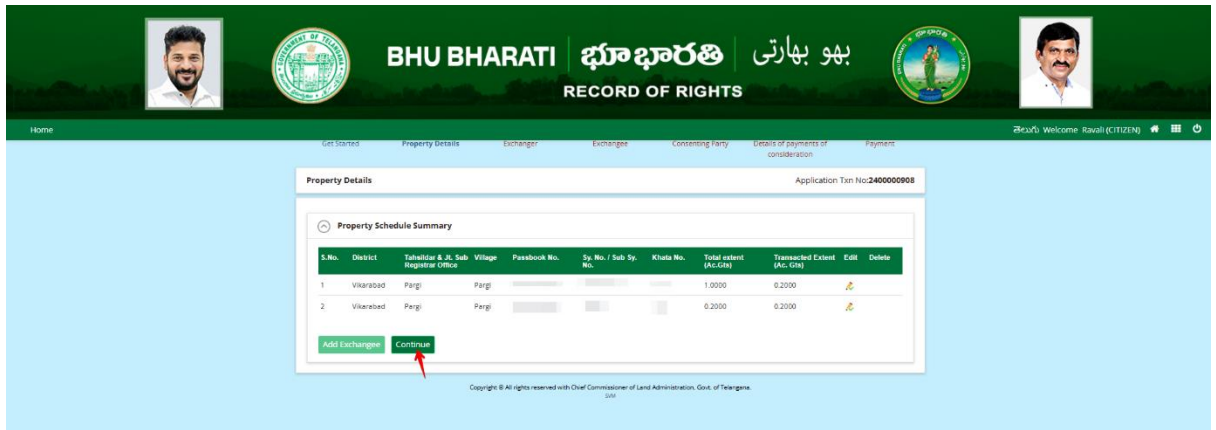
9. The property details populate. Select the checkbox corresponding to the extent of land. Enter the transacted extent of land and consideration value. Click on the Proceed button.



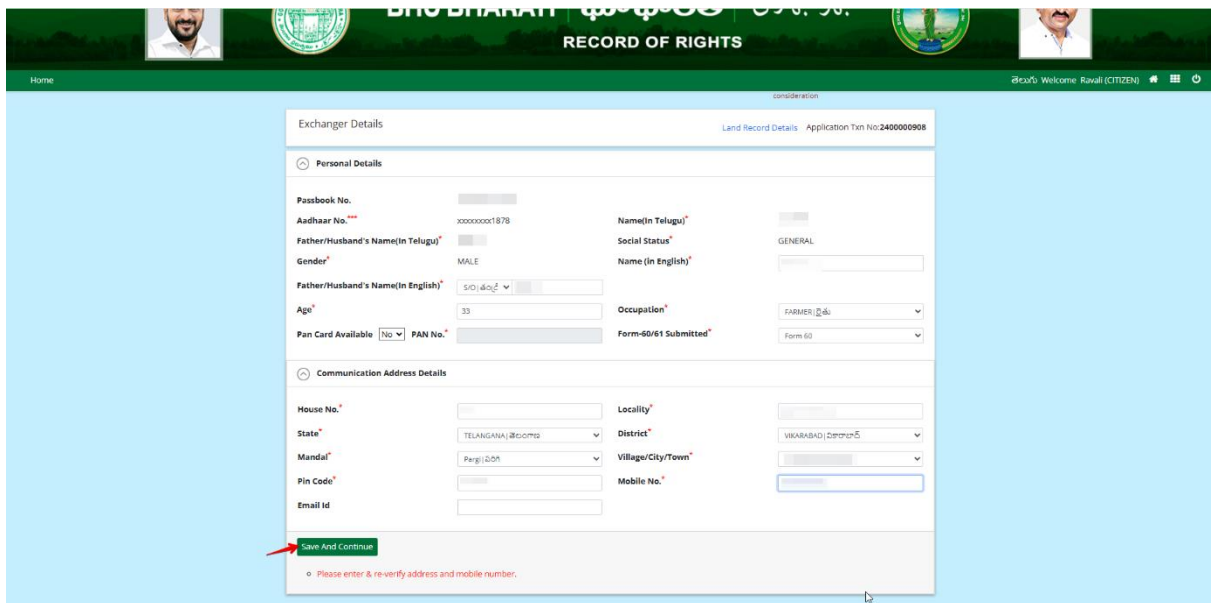
10. Enter boundary details and click on the Proceed button.



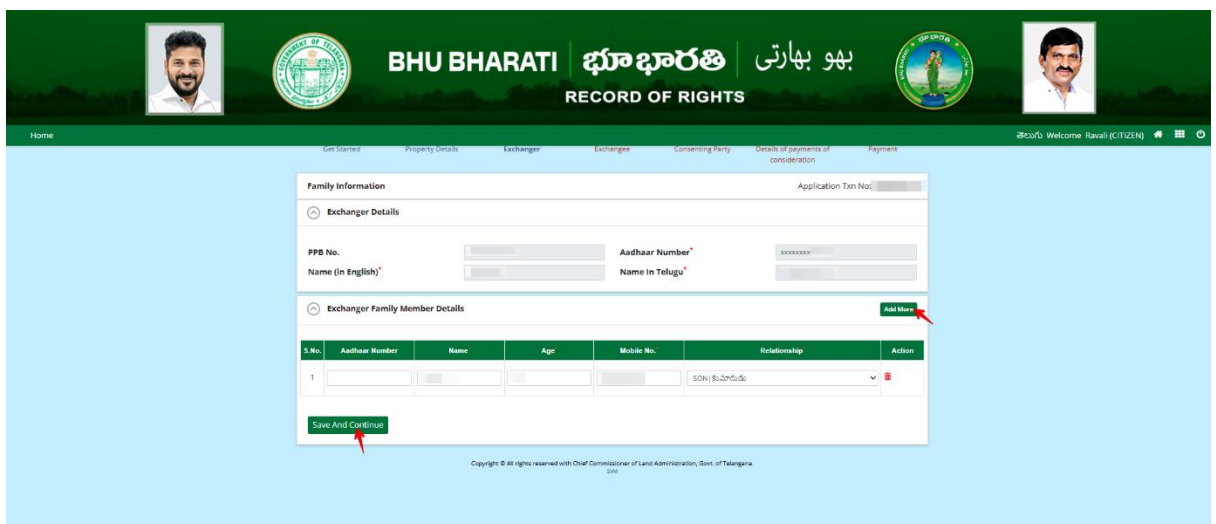
11. Click on Continue button.



12. Add Exchanger's Personal and Communication details.



13. Exchanger's Family member details populate. You can add more family members by clicking on the Add More button. Click on Save and Continue.



14. Add Exchangee's Personal and Communication details.

15. Add Exchangee's Family Member's details. You can add more family members by clicking on the Add More button. Click on Save and Continue.

16. If you want to add consenting party details, choose 'Yes' radio button for Do you want to add consenting party details? Else select 'No' and you will be redirected to the next step.

17. If you want to add payments of consideration details, choose 'Yes' radio button for Do you want to details of payments of consideration? Else select 'No' and you will be



redirected to the next step.

Details of payments of consideration

Application Tax No: _____

Do you want to add Details of payments of consideration? Yes No

Details of payments of consideration Add More

S.No.	Date	Amount	Mode of payment	Bank Name	Branch Name	Account number	IF SC Code	Remarks	Action
1			Select Mode of p						

➔ Save And Continue

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18. Click on the Transaction Summary Receipt button.

Payment & Transaction Summary

Application Tax No: _____

➔ Transaction Summary Receipt Reset

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19. Transaction summary receipt is downloaded. Choose Yes or No radio button for Have you verified information present in Transaction Summary Receipt? Click on the Proceed for Payment button.

Payment & Transaction Summary

Application Tax No: _____

➔ Transaction Summary Receipt Reset

Have you verified information present in Transaction Summary Receipt? Yes No Proceed for Payment

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Payment

20. Payment can be made by either Exchanger or Exchangee. By default, Exchangee is selected. Click on the Generate Challan button.

Amount Paid By* Exchanger Exchangee

Party Details

Paid By	Party type	Party Name	Address	Mobile No.
*	Exchangee			

Payment Details

Stamp Duty (INR)*	Registration Fee (INR)*	Transfer Duty (INR)*	Maritha Nidhi (INR)
275	28	83	50

PPF Charges (Including Courier Charges) (INR)	Mutation Charges (INR)	Total Payable Amount (INR)*
0	2500	2936

[Generate eChallan](#)

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21. Check the checkbox for accepting terms and conditions and click on the Proceed button.

Application No. Service Name Total Amount (in INR) Payment Date & Time Remitter Name Payment Status e-Challan No. Pass code

	Registration	2936	21-04-2025 02:57 PM			REG2500000056	574465
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Accept terms & conditions of payment. [Click Here](#) to read terms & conditions.

[Proceed](#)

Disclaimer :-
1. If payment is successful, Please proceed to 'My Applications' under 'Dashboard' for Slot Booking.
2. If payment is failed, Please proceed to 'My Applications' under 'Dashboard' for Re-payment.
3. If amount is debited from account and payment is not processed. Please wait for some time for Payment Status.

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22. You will be redirected to the payment gateway and pay the fee.



Generate Document

23. Go to the Dashboard.

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RECORD OF RIGHTS

Home About us FAQ Ravali -
Dashboard
Slots
Applications
Payments
Logout

Welcome Ravali

Transactional Services

Registration Mutation ROR Corrections Miscellaneous

24. Click on the Generate Document button for that application.

BHU BHARATI భూభారతి بهو بهارتی
RECORD OF RIGHTS

Home About us User Manuals FAQ Ravali -

Welcome Ravali

	REGISTRATION PROCESS	SALE	15/04/2025	Pre Registration	Download Receipts
	REGISTRATION PROCESS	SALE	15/04/2025	Self Booked	Download Receipts
	REGISTRATION PROCESS	EXCHANGE	21/04/2025	Pre Registration	Download Receipts
	REGISTRATION PROCESS	EXCHANGE	21/04/2025	Pre Registration	Download Receipts
	REGISTRATION PROCESS	EXCHANGE	21/04/2025	Generate Document	Download Receipts

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25. Click on the Proceed for Slot Booking button. You can download eChallan and Transaction Summary receipts and undertaking from Transferer and Transferee from



here.

The screenshot shows the 'Transaction Receipt Details' section with two tables. The first table lists receipt details, and the second table lists document details. A 'Proceed for Slot Booking' button is highlighted with a red arrow.

S.No.	Document Type	Action
1	eChallan	↓
2	Transaction Summary	↓

S. No.	Name	Draft Document
1	Undertaking by Transferor	↓
2	Undertaking by Transferee	↓

We have read and verified the undertaking.

Proceed for Slot Booking

Disclaimer: 1. User can bring system generated deed document to Tahsildar & Jt. Sub Registrar office or user can prepare his/her own Deed Document.

Slot Booking

26. Select a date and time for slot booking. Click on Book Slot button.

The screenshot shows the 'Slot Booking Date' selection screen. The date is set to 22/04/2025. A list of available slots is displayed, with the 09:30 slot highlighted. A 'Book Slot' button is highlighted with a red arrow.

Application Type: Registration
Application Txn No: [Blank]
Tahsildar & Jt. Sub Registrar Office: Tahsildar & Jt. Sub Registrar Office, P1

Slot Booking Date: 22/04/2025

Available Slot **

09:30	09:45	10:00	10:15
10:30	10:45	11:00	11:15
11:30	11:45	12:00	12:15
12:30	12:45	13:00	13:15
13:30	13:45	14:00	14:15
14:30	14:45	15:00	15:15
15:30	15:45	16:00	16:15
16:30	16:45	17:00	17:15
17:30	17:45		

Book Slot

27. Click on the Submit button.

The screenshot shows the 'Slot Booking Date' selection screen, identical to the previous one, but with the 'Submit' button highlighted by a red arrow.

Application Type: Registration
Application Txn No: [Blank]
Tahsildar & Jt. Sub Registrar Office: Tahsildar & Jt. Sub Registrar Office, P1

Slot Booking Date: 22/04/2025

Available Slot **

09:30	09:45	10:00	10:15
10:30	10:45	11:00	11:15
11:30	11:45	12:00	12:15
12:30	12:45	13:00	13:15
13:30	13:45	14:00	14:15
14:30	14:45	15:00	15:15
15:30	15:45	16:00	16:15
16:30	16:45	17:00	17:15
17:30	17:45		

Submit



28. Confirm the slot booking date and time by clicking on the OK button.

Dear User, you have requested time slot at 09:30, 22/04/2025.
Do you want to Book Slot?

OK Cancel

Application Type^{*} Registration
Registration 22/04/2025
Application Txn No^{*}
Tahsildar & Jt. Sub Registrar Office
Tahsildar & Jt. Sub Registrar Office, P...

Available Slot **

09:30	09:45	10:00	10:15
10:30	10:45	11:00	11:15
11:30	11:45	12:00	12:15
12:30	12:45	13:00	13:15
13:30	13:45	14:00	14:15
14:30	14:45	15:00	15:15
15:30	15:45	16:00	16:15
16:30	16:45	17:00	17:15
17:30	17:45		

Submit

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29. Slot is booked. Click on the Slot Receipt button to download the receipt. The application is forwarded to the Operator for capturing of photo and biometrics. Visit concerned Tahsildar office for further process on the date of slot booked.

Deed Name Sub Deed Tahsildar & Jt. Sub Registrar Office Application Tax No Slot Transaction No. Appointment Date Appointment Time

EXCHANGE(ఎస్.కె.పేజ్)	EXCHANGE(ఎస్.కె.పేజ్)	Fargl	5219	22/04/2025	09:30 AM
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Slot Receipt

