

Procedure for Filing the Delay Condonation Application

For delay between 31-60 days

1. Maker fills the transaction details.
2. System will pop up condonation form with prefilled values.
3. Maker will enter the reason for delay and submit.
4. The record will be available for approval by the checker.
5. On approval by the checker the transaction will get registered on CERSAI with collection of prescribed additional fees.

For delay of more than 60 days

1. Maker fills the transaction details.
2. System will pop up condonation form with prefilled values.
3. Maker will enter the reason for delay and submit.
4. The record will be available for approval by the checker.
5. On approval by checker the record will get submitted to the Central Govt.
6. On approval/ rejection of record by Central Govt. the record will appear in the link “Consolidated List for Action” of checker.
7. The checker will then be able to authorize the approved record and prescribed additional fee will get deducted from the institutions account.

Correction of Record

1. Maker fills the transaction details.
2. System will pop up condonation form with prefilled values.
3. The record will be available for approval by the checker.
4. On approval by checker the record will get submitted to the Central Govt.
5. On approval/ rejection of record by Central Govt. the record will appear in the link “Consolidated List for Action” of checker.
6. The checker will then be able to authorize the approved record. No additional fee will be charged for Correction.