



e-নথিকরণ

## User's Manual

(Version 1.0.0)

June 2016

**Government of West Bengal**

**Department of Finance (Revenue)**

**Directorate of Registration and Stamp Revenue**

Design & Development



## e-Payment of Stamp Duty and Registration Fees:

Stamp duty and registration fees may be paid electronically through Government Receipt Portal System (GRIPS) or by other modes. At present online payment of Stamp Duty and Registration Fees can be made if Stamp Duty payable is more than Rs 5,000/- and it is compulsory if Stamp Duty payable is Rs. 5 Lakhs or more.

## Steps of e-Payment of Stamp Duty and Registration Fees using GRIPS

To make payment electronically, one has to go to the option “e-Payment of Stamp Duty and Registration Fees” through the website of the Directorate of Registration and Stamp Revenue, West Bengal as shown in the figure below:

[www.wbregistration.gov.in](http://www.wbregistration.gov.in) → Citizen Service's → e-Payment of Stamp Duty and Registration Fees

The screenshot displays the official website of the Directorate of Registration and Stamp Revenue, Finance (Revenue) Department, Government of West Bengal. The header features the state emblem and the text "e-Nathikaran". A central banner shows a map of West Bengal with icons for e-payment, registration, and stamp duty. Below the banner, a "CITIZEN SERVICE" section lists several options:

- CALCULATORS FOR:**
  - Market Value of Land
  - Market Value of Land with Structure
  - Market Value of Flat/Apartment
  - Stamp Duty & Registration Fee
- SEARCH OF REGISTRATION MADE (INDEX):**
  - By Seller/Buyer/Party Name
  - Search By Transacted Property Details
  - By Seller/Buyer/Party Name (Legacy Deed)
  - By Transacted Property Details (Legacy Deed)
- REGISTRATION OF DEED:**
  - How to Register a Deed
  - e-Requisition Form Filling
  - Printing of e-Assessment Slip
  - e-Payment of Stamp Duty & Regn. Fees** (highlighted with a red box)
  - Status of e-Payment
  - Application for Refund of e-Payment
  - e-Payment of SD for Non Registration Cases Only
  - e-Appointment for Registration of Deed
  - Current Status of Deed
- LOCATE REGISTRATION OFFICE:**
  - Police Station Wise
  - Mouza Wise
  - Road Wise
  - Municipality Wise
  - Gram Panchayat Wise
- CURRENT NEWS:**
  - page.
  - Searching of Registered deed details for all e-Nathikaran Implemented Offices are available within 2 hours of completion of Registration
  - Honourable Finance Minister, Govt. of West Bengal inaugurated the Website of the Directorate of Registration and Stamp Revenue

Fig - 2

After selecting the option the following page will appear where user has to enter the query no and query year and bank details. To enter bank details user has to click on the Display bank details button and after entering the bank details user has to select [“Submit”] Button and save the bank details. This page appears as shown in figure below:

Directorate of Registration & Stamp Revenue  
Finance Department, Government of West Bengal

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**e-Payment of Stamp Duty and Registration Fees**

Query Number : \*                    
(First 4 Digit)                      (0/1/L)                      (Last 9 Digit of the Query Number)

Query Year : \*     

[View the e-Payment Process](#)

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**Important Instructions to Follow :**

- e-Payment can only be made after entering Bank Account details. Where Refund, if any will be Credited.
- Please Note Down the Government Reference Number(GRN) that will be generated by GRIPS.
- e-Challan can be Re-Printed using GRN Only.
- Please enter the correct 14 digit Query Number as mentioned in the Assessment/e-Assessment Slip.
- e-Payment for the Query Number generated at Registration Office can only be made if it is Uploaded by the concerned Registration Office.

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Contents provided by Directorate of Registration & Stamp Revenue, Government of West Bengal Revenue  
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This website is best viewed in IE 8 and 1024 X 768 Resolution

Fig - 3





Directorate of Registration & Stamp Revenue  
Finance Department, Government of West Bengal

**e-Payment of Stamp Duty and Registration Fees**

Query Number : \*                    
(First 4 Digit)                      (0/1/L)                      (Last 9 Digit of the Query Number)

Query Year : \*     

[View the e-Payment Process](#)

**Please enter the Bank Account Details where Refund, if any will be Credited:**

Name of Bank *	<input type="text" value="STATE BANK OF INDIA (SBI)"/>		
Branch Name *	<input type="text" value="Dharmatala"/>	Type of Bank Account *	<input type="text" value="Savings"/>
Bank A/C No *	<input type="text" value="045678"/>	IFS Code *	<input type="text" value="2278"/>
Account Holder Name *	<input type="text" value="Krishnendu Chakraborty"/>	Phone No	<input type="text"/>
MICR Code	<input type="text" value="22341"/>		
	<input type="button" value="Submit Details"/>		

**Important Instructions to Follow :**

- e-Payment can only be made after entering Bank Account details. Where Refund, if any will be Credited.
- Please Note Down the Government Reference Number(GRN) that will be generated by GRIPS.
- e-Challan can be Re-Printed using GRN Only.
- Please enter the correct 14 digit Query Number as mentioned in the Assessment/e-Assessment Slip.
- e-Payment for the Query Number generated at Registration Office can only be made if it is Uploaded by the concerned Registration Office.

Fig - 4

After entering all details user has to click on the ["Submit"] button and after clicking the ["Submit"] Button one message box will appear and user has to click ["OK"] button to go to the GRIPS portal for e-payment.



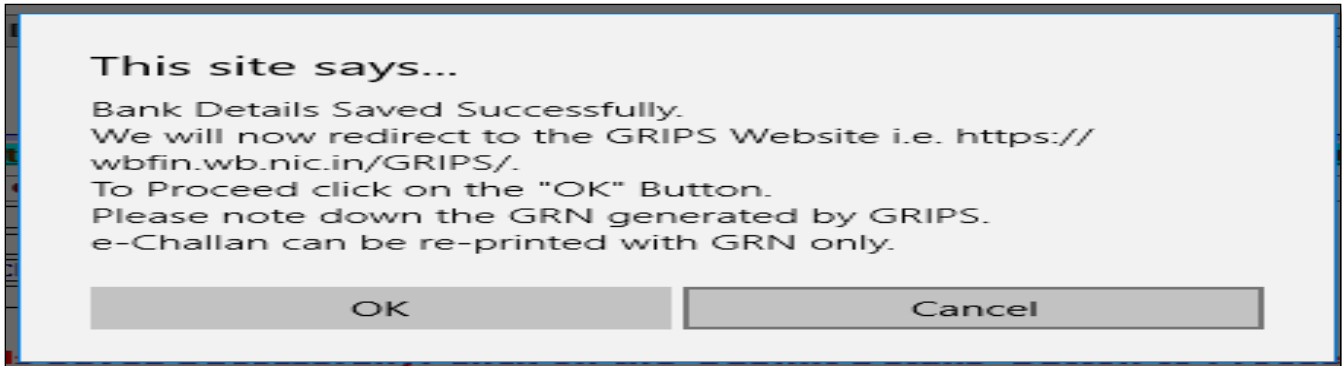


Fig - 5

GRIPS (Government Receipt Portal System) site page appears as:

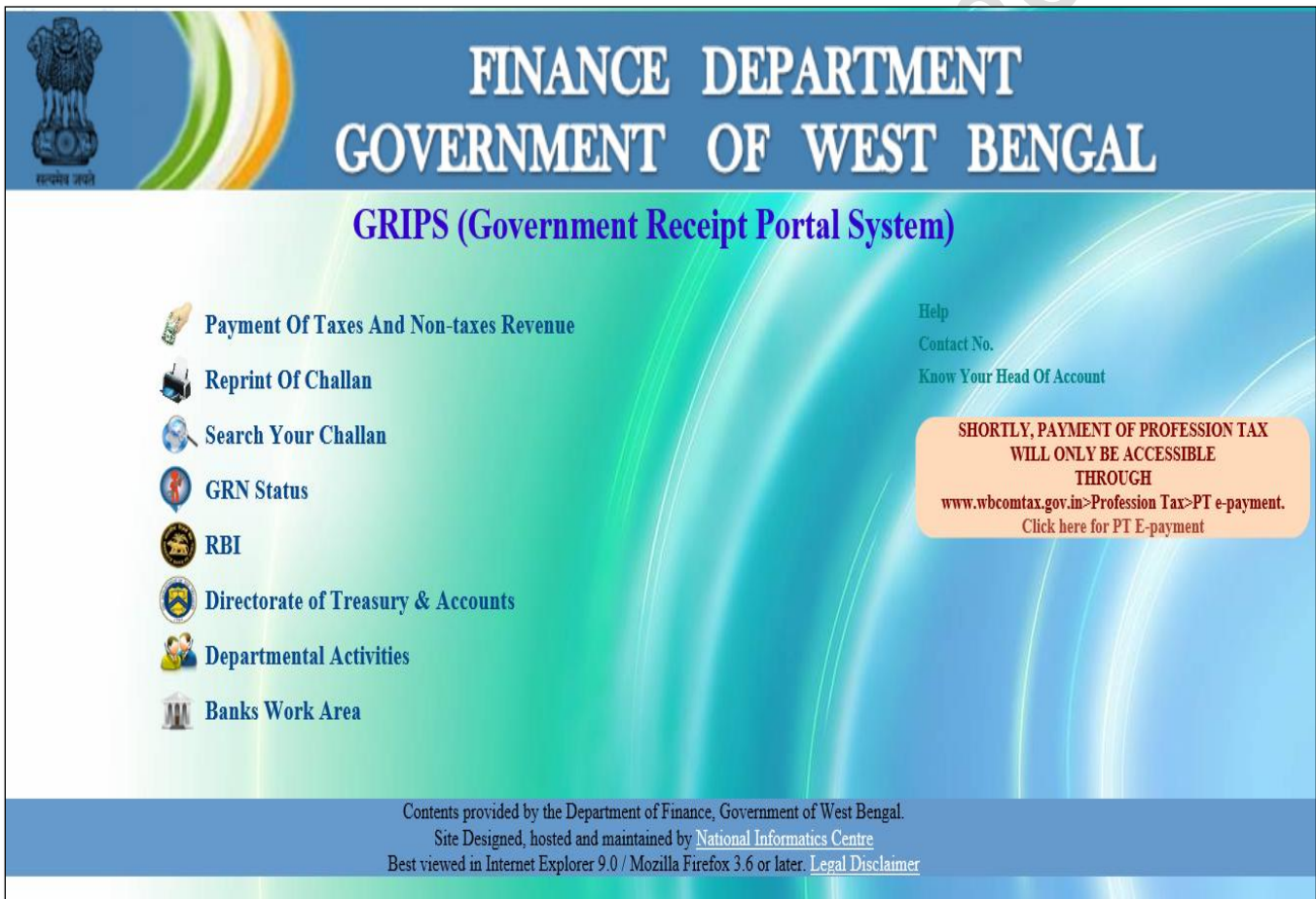


Fig - 6

In order to pay the Stamp duty and Registration Fees user has to click on ["PAYMENT OF TAX AND NON-TAX REVENUE"], then the following Screen will be displayed.







Fig - 7

User should select the “Directorate of Registration & Stamp Revenue” from the “Select Department/Directorate” combo box. From the “Select service” combo box user has to select “Payment of Stamp Duty and Registration Fees” service to pay Stamp duty and Registration Fees. Then the user needs to click on the [“PROCEED”] button which will display the following screen:



**FINANCE DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

**GRIPS (Government Receipt Portal System)**

Payments through GRIPS portal  
Directorate of Registration & Stamp Revenue  
Payment of Stamp Duty, Registration Fees and Mutation Fees

Note: (\*) fields are mandatory

**Depositor's Details**

Depositor's Name:\* Krishnendu Chakraborty Phone No: [ ] Mobile No:\* 9999999999

Address:\* Sector -I, Kolkata E-Mail: [ ]

Depositor Status:\* Buyer/Claimants Query No.\* 19010000322956 Query Year:\* 2016

Payment Mode:\* Online Payment

PROCEED CANCEL

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Fig - 8

User has to enter the Depositor's Name, Mobile number, Address, Depositor Status, Payment Mode, Query no and Query Year in this screen.

List of Depositors status is given below:



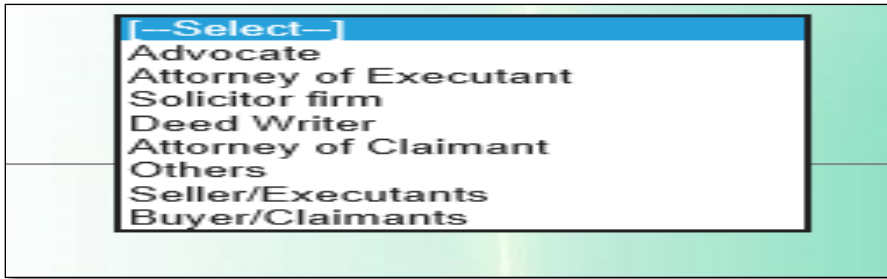


Fig - 9

List of available Payment Mode is shown in below figure:

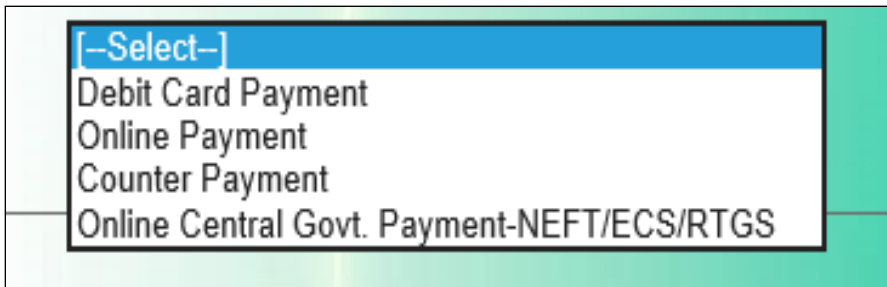


Fig - 10

While entering the "Query Number" and "Query Year" user have to be very cautious. User will then press the ["PROCEED"] button. Then all details of the Query that was entered using e-Requisition form filling option of the Directorate website of the will be displayed within a minute as shown in the figure below:





**Fill Up Amount Details**

Name of Applicant:	Mr Shubhendu Kundu	Address:	Nalhati, Thana : Nalhati, District : Birbhum, W
Mobile:	9153113041	Email Id :	nic.shubhendu@gmail.com
Applicant Status:	Seller/Executant	Registration Office:	A.R.A. - II KOLKATA, Kolkata
Query No.:	19020000000035/1	Query Year:	2014
Date of Query:	Jan 16 2014 4:42PM	Remarks:	Sale, Sale Document

PAYMENT DETAILS				
Sl.No.	SERVICE TYPE	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
36	Registration Fees	Property Registration- Registration Fees	0030-03-104-001-16	8063
37	Stamp Duty	Property Registration- Stamp duty	0030-02-103-003-02	42992
<b>TOTAL AMOUNT:</b>				51055

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Fig - 11

User should check all the details related to Applicant details, Stamp duty and Registration Fees printed in Assessment slip. If everything accurate then user should click on the [Submit] button. Then the following screen will be displayed.



## FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL

**CONFIRM FOLLOWING INFORMATION**

**Directorate of Registration & Stamp Revenue**

**Payment of Stamp Duty and Registration Fees**

Depositor's Name:*	Shubhendu kundu	Phone No:	
Mobile No:*	9153113041	Address:*	Netaji Road
E-Mail:		Depositor's Type:	Seller/Executants
Applicant Name:	Mr Shubhendu Kundu	Identification No:	19020000000035/1/2014
Payment Mode:*	Online Payment		
Remarks:	Sale, Sale Document		

**CONFIRM AMOUNT DETAILS**

PAYMENT DETAILS				
SERVICE TYPE	Identification No	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Registration Fees	19020000000035/1/2014	Property Registration- Registration Fees	0030-03-104-001-16	8063
Stamp Duty	19020000000035/1/2014	Property Registration- Stamp duty	0030-02-103-003-02	42992
<b>Total Amount:</b>				<b>51055</b>

[BACK](#)
CONFIRM
CANCEL

Fig - 12

This is a confirmation page. User should confirm that everything is correct by clicking the ["CONFIRM"] button otherwise click on the ["CANCEL"] button to cancel the process. Whenever the user clicks on the ["CONFIRM"] button following screen will be displayed.





Fig - 13

Depositor can deposit Stamp Duty and Registration Fees through any one of the 14 banks mentioned above. Depositor will select the bank by which payment is to be made. For example “State Bank of India” was selected to proceed further. Following Popup will be displayed.

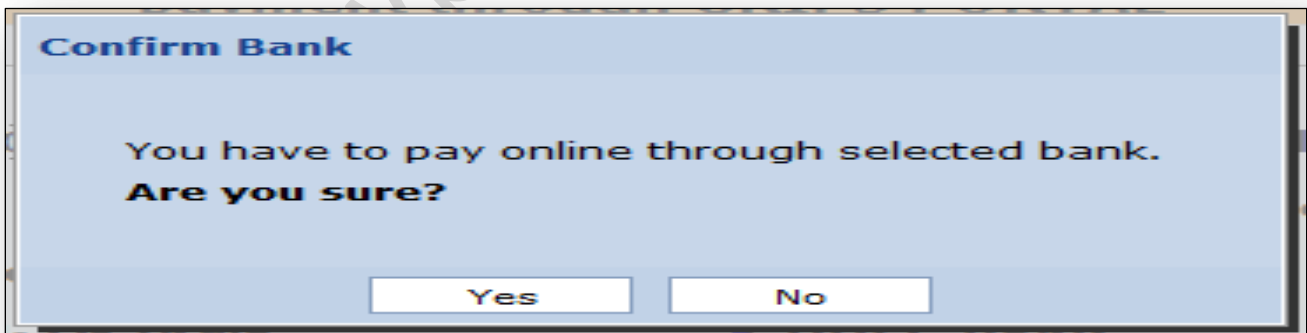


Fig - 14

To continue Depositor has to press the [“Yes”] button. Then Government Reference No will be generated and it will be displayed at the top of the next screen as shown in the figure below:

### Directorate of Registration & Stamp Revenue

Payment of Stamp Duty and Registration Fees

(\*For online payment click on 'GO TO BANK',to pay challan through selected bank's site

**Govt. Reference No(GRN) :**  (Please NOTE this GRN for future reference)

Depositor's Name:*	<input type="text" value="Shubhendu kundu"/>	Phone No:	<input type="text"/>
Mobile No:*	<input type="text" value="9153113041"/>	Address:*	<input type="text" value="Netaji Road"/>
E-Mail:	<input type="text"/>	Depositor's Type :	<input type="text" value="Seller/Executants"/>
Applicant Name:	<input type="text" value="Mr Shubhendu Kundu"/>	Identification No:	<input type="text" value="19020000000035/1/2014"/>
Payment Mode:*	<input type="text" value="Online Payment"/>		
Remarks:	<input type="text" value="Sale, Sale Document"/>		

#### Payment Details

PAYMENT DETAILS				
SERVICE TYPE	Identification No	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Registration Fees	19020000000035/1/2014	Property Registration- Registration Fees	0030-03-104-001-16	8063
Stamp Duty	19020000000035/1/2014	Property Registration- Stamp duty	0030-02-103-003-02	42992
<b>Total Amount:</b>				<b>51055</b>

[GO TO State Bank of India \(For Online Payment\)](#)

Fig - 15

Depositor should note down the Govt. Reference No (GRN) which is required in case user likes to re-print the e-Challan after online payment or there is any communication problem between GRIPS and Bank Site due to the failure of internet connectivity or other issue. Depositor will now click on the ["GO TO] State Bank of India (for Online Payment)" link provided on the bottom side of the screen. As "State Bank of India" selected for example, the above screen displays "GOTO State Bank of India (for online Payment)". If other bank was selected then name of the other bank will be displayed. After clicking the link "Login" screen of the Bank will be displayed as shown in the figure below. Depositor will have to log in to the bank using his/her "Username" and "Password"





भारतीय स्टेट बैंक  
State Bank of India  
The Banker to Every Indian

Login 19-Dec-2012 [12:56 PM IST]

User Name \*

Password \*

Enable Virtual Keyboard

Online Virtual Keyboard

~	!	@	#	\$	%	^	&	*	(	)	_	+
`	5	9	3	2	6	8	4	1	7	0	-	=
q	t	r	e	w	u	o	p	i	y	{	}	
a	s	g	f	d	l	j	h	k	[	]	\	/
c	z	v	x	b	n	m	<	>	;	:	'	"
CAPS LOCK				CLEAR				?	,	.		

[Trouble logging in](#) | [FAQ](#) | [About Phishing](#)

[Click here](#) to abort this transaction and return to the West Bengal Various Taxes / Non Tax Receipts site.

This site uses highly secure 256-bit encryption certified by VeriSign.

Disclaimer: The privity of contract is between you and the service provider. Bank is only facilitating a payment mechanism and is not responsible for any deficiency in service by the service provider.

Fig - 16

After successful login the following screen will be displayed by “Bank Site” shown in the figure below.





भारतीय स्टेट बैंक  
**State Bank of India**  
*The Banker to Every Indian*

Welcome : SHUBHENDU KUMAR KUNDU  
[Logout](#)

Your previous site visit: 16-Jan-2014 15:28 IST

**West Bengal Various Taxes / Non Tax Receipts** 16-Jan-2014 [18:40 IST] [Help](#)

You can debit any of your transaction accounts to pay West Bengal Various Taxes / Non Tax Receipts.  
Select an account and enter West Bengal Various Taxes / Non Tax Receipts payment details

Account No. / Nick name	Account Type	Branch	Balance
<input checked="" type="radio"/> Shubhendu	Savings Account	RAMPURHAT	INR 3,628.77
<b>Selected Account</b>	Shubhendu		

**Payment details**

Payment Mode	1
Your Reference No	192013140006258581
No Of Challan	2
Depositors Id	19020000000035/1/2014
Depositors Name	Mr Shubhendu Kundu
Total Amount	51055
GRN Generation Date	16/01/2014 18:37:02
Head of Account One	00300210300302

WWW.WBSU



Head of Account Two	00300310400116
Amount One	42992
Amount Two	8063
Head of Account Three	-
Amount Three	-
Head of Account Four	-
Amount Four	-
Head of Account Five	-
Amount Five	-
Head of Account Six	-
Amount Six	-
Head of Account Seven	-
Amount Seven	-
Head of Account Eight	-
Amount Eight	-
Head of Account Nine	-
Amount Nine	-
Head of Account Ten	-
Amount Ten	-
Amount in words	Fifty One Thousand Fifty Five Rupees only

[Click here](#) to abort this transaction and return to the West Bengal Various Taxes / Non Tax Receipts site

Mandatory fields are marked with an asterisk (\*)

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Fig - 17

Depositor has to click on the ["Confirm"] button. Then the other authentication by the bank will be done and on successful authentication bank will deduct the amount and return to the GRIPS



site. User will print the e-Challan for future reference. This Challan will be produced at the time of presentation of Deed at office.

A Sample e-Challan is shown in the figure below:

**Govt. of West Bengal**  
**Directorate of Registration & Stamp Revenue**  
**e-Challan**

GRN: 19-201516-003835908-1      **Payment Mode** Online Payment  
 GRN Date: 29/03/2016 11:09:26      Bank : State Bank of India  
 BRN : IKA7958789      BRN Date: 29/03/2016 11:18:31

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**DEPOSITOR'S DETAILS**

Id No. : 19010000417171/1/2016  
[Query No./Query Year]

Name : ALEENA BOSE  
 Contact No. :                                      Mobile No. : +91 9830255651  
 E-mail :  
 Address : 44 LAKE AVENUE,KOLKATA - 700026  
 Applicant Name : Mr Subir Chatterjee  
 Office Name : A.R.A. - I KOLKATA, Kolkata  
 Office Address :  
 Status of Depositor : Buyer/Claimants  
 Purpose of payment / Remarks : Sale, Sale Document Payment No 1

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**PAYMENT DETAILS**

Sl. No.	Identification No.	Head of A/C Description	Head of A/C	Amount[ ₹ ]
1	19010000417171/1/2016	Property Registration- Stamp duty	0030-02-103-003-02	1033108
2	19010000417171/1/2016	Property Registration- Registration Fees	0030-03-104-001-16	162436
<b>Total</b>				<b>1195544</b>

In Words : Rupees Eleven Lakh Ninety Five Thousand Five Hundred Forty Four only

Fig - 18

