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
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 ➔ Citizen Service’s ➔ e-Payment of Stamp Duty and Registration Fees
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:

![Fig - 2](image_url)

**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 - 3](image_url)
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.
GRIPS (Government Receipt Portal System) site page appears as:

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.
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:
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:
List of available Payment Mode is shown in below figure:

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:
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.

**Fig - 11**

<table>
<thead>
<tr>
<th>SL.No</th>
<th>SERVICE TYPE</th>
<th>HEAD OF ACCOUNT DESCRIPTION</th>
<th>HEAD OF ACCOUNT</th>
<th>AMOUNT(₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Registration Fees</td>
<td>Property Registration- Registration Fees</td>
<td>0030-03-104-001-16</td>
<td>8083</td>
</tr>
<tr>
<td>37</td>
<td>Stamp Duty</td>
<td>Property Registration- Stamp duty</td>
<td>0030-02-103-003-02</td>
<td>42992</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT:** 51075
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.
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.

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:
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”
After successful login the following screen will be displayed by “Bank Site” shown in the figure below.
West Bengal Various Taxes / Non Tax Receipts

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

<table>
<thead>
<tr>
<th>Account No. / Nick name</th>
<th>Account Type</th>
<th>Branch</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shubhendu</td>
<td>Savings Account</td>
<td>RAMPURHAT</td>
<td>INR 3,628.77</td>
</tr>
</tbody>
</table>

Selected Account: Shubhendu

Payment details
- Payment Mode: 1
- Your Reference No: 1920131400062505801
- No Of Challan: 2
- Depositors Id: 19020000000354/2014
- Depositors Name: Mr. Shubhendu Kundu
- Total Amount: 51055
- GRN Generation Date: 16/01/2014 18:37:02
- Head of Account One: 00300210300302
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:**

![Sample e-Challan](image)

**Fig - 18**