USER GUIDE- eSTAMPS

e-STAMPS- e-Stamp duty in Telangana-Assessment, Management & Payment System

eSTAMPS was launched by the Registration and Stamps Department, Telangana on 11th April, 2016. eSTAMPS refers to the stamp duty, transfer duty, registration fees and user charges paid by the public to register any deed. User now has the convenience of paying the stamp duty from anywhere. This system is user friendly, hassle free and convenient as the citizen saves time and pays the stamp duty from the comfort of his home/office/anywhere.

Some of the advantages of this system are:
  o Complete Online System.
  o Round the clock payments through online - net banking, debit card, credit card etc through SBI ePAY (46 banks are associated with SBI ePAY) – citizen can pay charges from the comforts of his home.
  o Offline payment is also acceptable in any of the 900+ branches of SBI.
  o Defacing of challans in eSTAMPS (This prevents fake challans and reuse of challans).
  o Payment so made is accepted in any SRO of the State.
  o Payments can be made accurately and acceptability of multiple challans for single document.
  o Verification made easy for citizen and SRO.
  o Reduction of manual process and documentation.
  o System generated reports (MIS) at various levels.
  o Fool Proof System.
Process:

1. The user visits the web site [https://registration.telangana.gov.in/](https://registration.telangana.gov.in/). Clicks on eSTAMPS under Online Services then click on the particular challan to Generate eChallan.
2. The user fills the details in the eSTAMPS Proforma and clicks on ‘Register’ button.
3. Once the user clicks on the Register Button, an SMS alert with the **12 digit Challan code and 5 digit passcode** is sent to the registered mobile number. The passcode is five digit alpha numeric number which should only be revealed to the SRO at the time of registration.
4. After registering, he will proceed to the payment option form, where he can print Challan number and passcode details, after proceeding further, he is directed to a disclaimer page, after agreeing to it the user is directed to SBI ePay, where the user can choose to pay the charges either online or offline.
5. If user chooses payment through **online mode**, the user has to select Debit/Credit card, Net banking or NEFT.
6. After entering the payment credentials and submitting the necessary details, the user gets successful status. Then Challan in **duplicate** is generated by the system containing SBI ePay confirmation reference number. The user prints the challan and submits SRO Copy of it along with the document to the Sub-Registrar, while retaining his copy.
7. If the user wishes to pay in the bank directly, user shall click on **SBI Branch Payment**. The system renders a SBI Branch Payment Challan in **duplicate**. The user has to **print** the same and visit any SBI Bank for payment. SBI verifies the challan details, collects the amount and manually adds the Journal number on the challan and affixes signature and seal. The bank retains the copy of the challan and returns back the user’s copy. Then the user has to download the Challan Copy from **Print Online Challan** option under Print menu of eSTAMPS. Then the user has to carry both the copies to the SRO for registration.
Step 1

Any user intending to get a document registered can generate eSTAMPS Challan (eChallan) in the department official portal, [https://registration.telangana.gov.in](https://registration.telangana.gov.in) (in the eSTAMPS menu).
Step-2

The eSTAMPS challan system is provided for Public, Insurance companies, Stamp vendors, Franking machine Licensees and for SRO daily remittances.
Step-3

For Public there are three services provided by eSTAMPS, Document Registration, Franking and Non Registration purpose. Person intending to get a document registered or required to pay charges for any other service of the department like Franking, EC, CC, Validation of documents, and purchase of stamps etc has to generate concerned eChallan as given below by entering the necessary particulars.

For Document Registration Purpose
For Non-Registration Purpose
For Franking Services

**Note:** Please verify your details and ensure that correct details are provided before clicking the ‘Register’ button.
Step-4

After filling up the form user has to click on ‘Register’ button to submit the form. The user gets an SMS with a 12 digit code, which is the challan number and a 5 digit passcode. The same shall have to be saved by him for future references, particularly to validate his claim at the Sub Registrar office at the time of registration of document. The users are advised not to reveal the passcode to anybody other than the Registering Officer, to prevent misuse. The screen shows 12 digit challan number, in case the user does not receive SMS, this has to be noted down for future reference. Also the link to generate the passcode is provided on the screen by clicking on ‘Print Slip’ option.
Step- 5
After noting down the challan number and passcode, click on ‘Proceed’ button to proceed for online/offline payment of registration charges. A Disclaimer screen will open. Please study the disclaimer carefully and select ‘Agree’ and click on button proceed for payment of registration charges. This will redirect the user to SBI ePAY payment portal.
Step-6

a) If user wishes to pay online, then the user needs to select mode of payment like Debit/Credit card, Internet Banking or NEFT and authorize the payment by giving proper credentials. If user gets successful status, then Challan in duplicate is rendered by the system containing SBiepay confirmation reference number. The user needs to print the challan and submit to SRO along with the document to the Sub-Registrar, while retaining party’s copy.
b) If user chooses to pay by CASH at SBI branch office, the user need to select ‘SBI Branch Payment’ option and fill the required particulars for generating SBI Branch payment challan in duplicate. The user has to print the same and visit any SBI Branch for making payment. Then SBI verifies challan details online using the challan number printed on it and collects the amount and manually adds the Journal Number on the challan and affixes signature and seal. SBI Branch retains Bank Copy of the Challan and returns Customer copy. User has to submit this Customer
copy and generated eChallan duplicate copy from the portal along with the document to the Sub Registrar at the time of registration.
Step-7

To generate duplicate copy of eChallan after successful offline payment, user need to go to registration portal, click on ‘Print Online Challan’ menu option in the eSTAMPS challan page as shown below. Provide the necessary details and click on ‘Submit’ button to generate the challan.
Note:

🌈 In the offline mode, after payment of charges at SBI Branch it may take a maximum of 30 minutes time for the electronic transfer of information from SBI to the SRO. Therefore, users are advised to visit SRO 30 minutes after payment in SBI Branch.

🌈 The SRs are advised to assist the parties whenever party comes with a request for generation of challan.

🌈 The SR and his Staff shall assist the parties in generating the challans to be used in offline mode and they shall treat it as part of their official duty.
e-STAMPS REFUND POLICY:
To be read with Revised G.O.Ms.No. 92, Dated: 09.05.2018

Government after careful examination of the matter hereby accept the proposal of the Commissioner & Inspector General of Registration and Stamps, Telangana, Hyderabad and order the procedure and terms conditions for refund of stamp duty as mentioned below.

(i) The claim for refund shall be submitted by the person, by whom the payment was made, before the District Registrar concerned in whose jurisdiction the payment was made.

(ii) A copy of the e-STAMPS receipt generated with the banker’s endorsement, signature and seal shall be enclosed to the application for refund in case of offline mode; and in case of online mode, e-STAMPS receipt generated and signed by the party is enough.

(iii) The application for refund shall be made within a period of six months from the date of payment on the analogy of sub-sections (2) and (3) of Section 50 of the Indian Stamp Act, 1899.

(iv) The District Registrar shall verify the application with the data provided to him and on satisfying himself that the amount was not utilized, he may accord sanction for refund of (a) Stamp duty and transfer duty duly deducting 10% thereof; and (b) Registration fees and user charges without imposing any cut as per Registration Rule 185.

(v) In the case of online payments, where due to technical reasons, amounts were deducted more than once and two or more receipts were generated; and services of the department were utilized using one
receipt and refund is claimed on the other unutilized receipts, no deduction shall be made even in the case of stamp duty and transfer duty.

(vi) After according sanction for refunds, bills may be preferred on the Treasury concerned and the Treasury, after passing the bills, may credit the amount to the account of the Applicant wherever possible or issue Demand Draft in his name.

(vii) Six months’ time limit for utilization of the amounts paid through e-STAMPS by and between the same parties.

(viii) The District Registrar on receipt of application for refund should verify the details in the computer module such as name of remitter, his PAN Card, Aadhaar Card, Mobile number, Names of executants and claimants, nature of instrument and stamp duty, registration fee, transfer duty etc., and satisfy himself that the e-STAMPS receipt is genuine and the amounts paid through this receipt are not utilized in any manner.

(ix) A certificate to the above extent to be submitted to the Treasury Officer having the jurisdiction while preferring the claim in the Treasury.

(x) Request for refund limited to six months beyond the normal period of six months shall be considered by Commissioner and Inspector General of Registration and Stamps, Telangana, Hyderabad.

(xi) The procedure of submitting original challans/e-STAMPS receipt duly endorsed by Bank/Treasury Officer along with refund claims stands modified in the revised system of e-STAMPS and the requirement of submitting original challan/e-STAMPS Receipt with banker’s sign is dispensed with in case of e-STAMPS online mode payments refund requests.