	Bank of India Head Office	GOVERNMENT BUSINESS DEPARTMENT
Circular Letter No. : 2014-15/21		Ref : GBD:JNJ Date: 22.05.2014

CIRCULAR TO ALL BRANCHES / OFFICES

**Collection of Government of Maharashtra
e-stamp duty/ e-court fee by our branches
over the counter.**

- Finacle Menu HGRAS

We are pleased to inform you that our Bank has already started collection of e-stamp duty / e-court fee over the counter as our bank is one of the accredited bank for collection of stamp duty, registration fees, court fees of Government of Maharashtra. All 831 branches in Maharashtra State are authorized by us to undertake collection of e-court fee / e-stamp duty of Government of Maharashtra over the counter.

2. Finance Department of the Government of Maharashtra has set up Virtual Treasury through which Government Receipt & Accounting System (GRAS) has been established whereby Government of Maharashtra's taxes and other fees are collected for 16 departments. Department of Registration & Stamps has started the facility of e-payment of Judicial Stamp Duty and Court Fee. The Department has devised a new methodology, 'Over the Counter Payment' which is hybrid of online and manual payments.

3. The Department of Registration and Stamps, Government of Maharashtra has been promoting Stamp Duty & Registration Fee through Government Receipt Accounting System (GRAS) using one of the two options:

- i. Over the Counter payment.
- ii. Online payment through internet banking.

4. In Over the Counter method of payment, party has to visit GRAS website (<https://gras.mahakosh.gov.in>), fill the form, select suitable bank and generate draft challan which is valid for 7 days. In this payment option, the party has to print e-challan and visit our branch to make payment. The e-challan so generated by us on receipt of payment with seal and full signature of the receiving branch official, shall be recognized at Sub-Registrar Offices and other Offices as an accepted method of payment of stamp duty / court fee. There are 470 Sub-Registrar Offices across State of Maharashtra. In case of online payment, payment will be made electronically.



5. Over the Counter payment facility will have many advantages as compared to existing traditional method of payment -

- 1) Payment without any ceiling;
- 2) Payment of exact Judicial Stamp Duty;
- 3) Minimum payment of Rs.300/- possible at bank counter;
- 4) No problem of shortage of Judicial Stamp Paper;
- 5) No queuing or unnecessary waiting;
- 6) Safe and easy mode of payment;
- 7) Payment of non judicial stamp duty at same counter.

Collection of amount Over the Counter.

Minimum : Rs.300/-

Maximum : No limit (PAN No. is required for deposit over Rs.50,000/-).

Collection through cheques / DDs / Banker's cheques, the receipt of challan will be issued upon realization of instrument.

Turnover commission

Rs.50/- per transaction over the counter irrespective of cost of the stamp / court fee.

Plus Rs.150/- per ESBTR printing, i.e. total Rs.200/-.

6. Mumbai (Main) branch is maintaining following two accounts for Cash / Transfer transaction, wherein fund received will be parked for Mumbai (Main) branch as well as branches of Maharashtra State where the business is being done.

Cash - 00010SUNCR 188

Transfer - 00010SUNCR 189

7. The funds will be transferred to VTO (Virtual Treasury Office) Account No.000120110000520 maintained at our Mumbai Branch at the time of CSOLOP **same day**. Now, Mumbai (Main) branch has to remit the funds to the account of Maharashtra Government with RBI on the basis of T+1.

8. We attach following annexures for smooth handling of business by the branches -

- | | | |
|----------------|---|--|
| Annexure - I | - | Flow chart of generation of challan for payment of stamp duty and registration fees through GRAS payment over the counter. |
| Annexure - II | - | Flow chart of Finacle payment of stamp duty and registration fee through GRAS. |
| Annexure - III | - | Process document for Maharashtra Government for Over the Counter payment. |
| Annexure - IV | - | Process document - GRAS Over the Counter - challan generation. |



9. We are sure that after introduction of business of collection of e-stamp / e-court fee Over the Counter at our branches, the branch will be in a position to mobilise CASA deposit by impressing upon the party concerned to open either Savings Bank or Current Deposit Account, which will enable them to get the receipt of challan instantly by tendering the cheque for this purpose. Branch will give special attention towards convincing the party to open SB/CD account. Branch may collect information from Registry Office/Court, the name of vendors / lawyers who are purchasing stamps in huge amount. This business will increase our fee based income as well as CASA deposit. You are advised to educate staff members in the branch in general and the marketing team in particular to garner maximum business as our peer banks are already in the business.

10. In case of any difficulty, feel free to contact Government Business Department, Head Office.

Please ensure compliance.

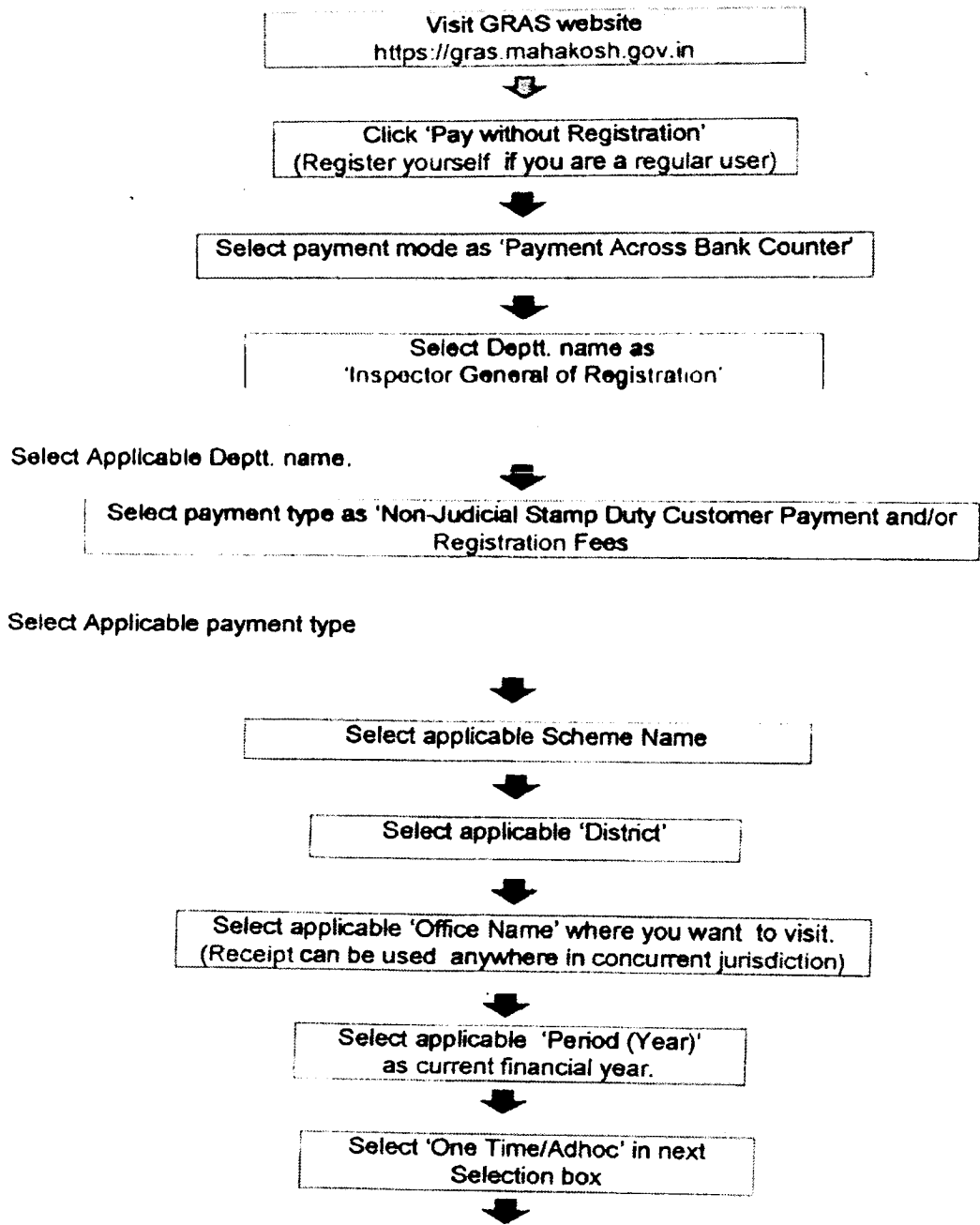

(V. H. KARANDIKAR)
DEPUTY GENERAL MANAGER



Annexure I

ANNEXURE- I

**Payment of Stamp Duty & Registration Fees through GRAS –
Payment Over the Counter (OTC)**



This will not come.

Enter payment amount in
'Amount'



ANNEXURE- 1

(contd.)

Select applicable 'Article Code'



Enter party details, one from each side. For more
People, simply write + 2, +3, etc. along with first name,
Enter details of property in transaction



Select 'Bank' through which
Payment would be done



Challan would be generated
In 'MTR Form Number 6'



Verify the details of challan



If details are correct, click on Submit Button otherwise
click on cancel and re-enter details

Print the Challan generated on GRAS PORTAL



Visit selected Bank with printed e-challan
within 7 days and make payment



Attach e-challan to the first page
of original document

Annexure II

Flow Chart of Finacle for payment of Stamp Duty &
Registration Fees through GRAS

Menu GRN Add - enter > cash/ transfer

Select Chellan Number

Payment mode - Cash/ Transfer - enter > credit to Sundry Pool
A/c. Stamp

CIN generate.

At day end fund will go to VTO A/c. Mumbai Main automatically.

COLLECTION OF MAHARASHTRA GOVT STAMP DUTY

Our Bank is one of the accredited Bank for collection of Stamp Duty, Registration Fees, Court Fees, Over The Counter / e-mode (ESBTR) of Maharashtra Government. Data Centre has developed the system with NIC, Pune technology partner of Maharashtra Govt.

Our Mumbai (Main) branch will be Focal Point branch for collection of e-Court Fee/ e-Stamp Duty of Maharashtra.

We attach flow chart (Annexure-I) in Finacle where branch has to accept cash/ transfer through HGRAS menu. The flow chart of collection of e-Court Fee / e-Stamp Duty (Annexure-II) is also enclosed for your record and reference.

All the branches in Maharashtra State is authorized to commence the collection of e-Court Fee / e-Stamp Duty of Maharashtra Government over the counter.

Minimum amount for collection over the counter - Rs.300/-

For maximum I.t. Act, 1961 is applicable.

For transaction through cheques / DDs / Bankers Cheque, the simple receipt will be issued after realization.

Commission - Rs.50/- per transaction over the counter irrespective of cost of stamp/court fee.

Plus Rs.150/- per ESBTR printing.

Important Telephone No. in case of need –

022 – 67447034 - Mr. SatishVerma – Data Centre

67447029 - Mr. Lavish Rathod - " -

66684494 - Mr. P. D. Shivalkar – HO, GBD

66684970 - Mr. Billava

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CIN - Challan Identification Number
GRN - Government Reference Number
GRAS - Government Receipt Accounting System.