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.

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

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

Visit GRAS website
https://gras.mahakosh.gov.in

Click ‘Pay without Registration’
(Register yourself if you are a regular user)

Select payment mode as ‘Payment Across Bank Counter’

Select Dept. name as ‘Inspector General of Registration’

Select Applicable Deptt. name.

Select payment type as ‘Non-Judicial Stamp Duty Customer Payment and/or Registration Fees’

Select Applicable payment type

Select applicable Scheme Name

Select applicable District

Select applicable ‘Office Name’ where you want to visit.
(Receipt can be used anywhere in concurrent jurisdiction)

Select applicable ‘Period (Year)’ as current financial year.

Select ‘One Time/Adhoc’ in next Selection box

This will not come.
Enter payment amount in 'Amount'

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 will with printed e-challan within 7 days and make payment

Attach e-challan to the first page of original document
Flow Chart of Finacle for payment of Stamp Duty & Registration Fees through GRAS

Menu

hgras  GRN Add - enter > cash/transfer

Select Challan 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 IT 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

E-mail address - vistal.n@nic.in )
bk.nair@nic.in ) NIC Pune
vto@Mahaksoh.in - Virtual Treasury Maharashtra
Satish.verma3@bankofindia.co.in- Data Centre

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