

HIGH COURT OF UTTARAKHAND

DETAILED STANDARD OPERATING PROCEDURE FOR ONLINE COURT FEE PAYMENT

Online e-Court Fee System involves three simple steps:

- **Registration:** Client makes a one-time registration which can be used across all SHCIL online products available for that State.
- **Online payment:** Besides offering the facility for single transactions, client will also be able to make a one-time payment to be maintained as imprest balance and utilise the same over a period of time for generating e-court fees of various denominations
- **Receipt Generation:** Client will have the convenience to generate an e-Court fee receipt anytime and from anywhere via the internet without having to go thru the hassles of long queues and tiresome formalities.

The e-Court Fee receipt generated online can be printed on any printer and submitted as a valid proof of court fee payment in all approved courts of respective States.

Visit our website i.e. <https://highcourtofuttarakhand.gov.in/> and go to 'Online Court Fee' link or visit www.shcilestamp.com/ and go to e-Court Fees Section as shown in fig.1



Fig.1

Online user has to select the "Online Users" option from LOV and click on "Secure Login" button.as shown in fig.2



Latest Updates NEW : "e-Court fee is now available at Madras High Court, Chennai and its Bench at Madurai"

INTRODUCTION :

Ministry of Finance, Government of India appointed Stock Holding Corporation of India Ltd as Central Record Keeping Agency (CRA) for Computerization of Stamp Duty Administration System (C-SDAS).

As a major e-governance initiative, several State Governments have authorised StockHolding to collect non- judicial and judicial stamp duty payment through our e-stamping and e-Court fees system.

The Government of NCT of Delhi implemented e-Court Fee system for Judicial Stamp collection purposes w.e.f. 20th November 2012 . India's second state to launch e-Court fee system was Chhattisgarh at High Court, Bilaspur on 16-Mar-2016 and third was Himachal Pradesh on 19th Aug., 2016. Subsequently it was launched in the states of Rajasthan, Punjab and Uttar Pradesh wef 02nd September, 2016 and 22nd Dec. 2016 and 19th August, 2017 respectively. The latest State to launch E-court fee is Tamilnadu wef 20th April, 2018.

e-Court Fee system is an internet based application that gives you the convenience of paying court fees without hassles involved in obtaining physical Judicial Stamps. The system is secure and reliable.

Please select the User Type and click Secure Login button.

Online Users

SECURE LOGIN

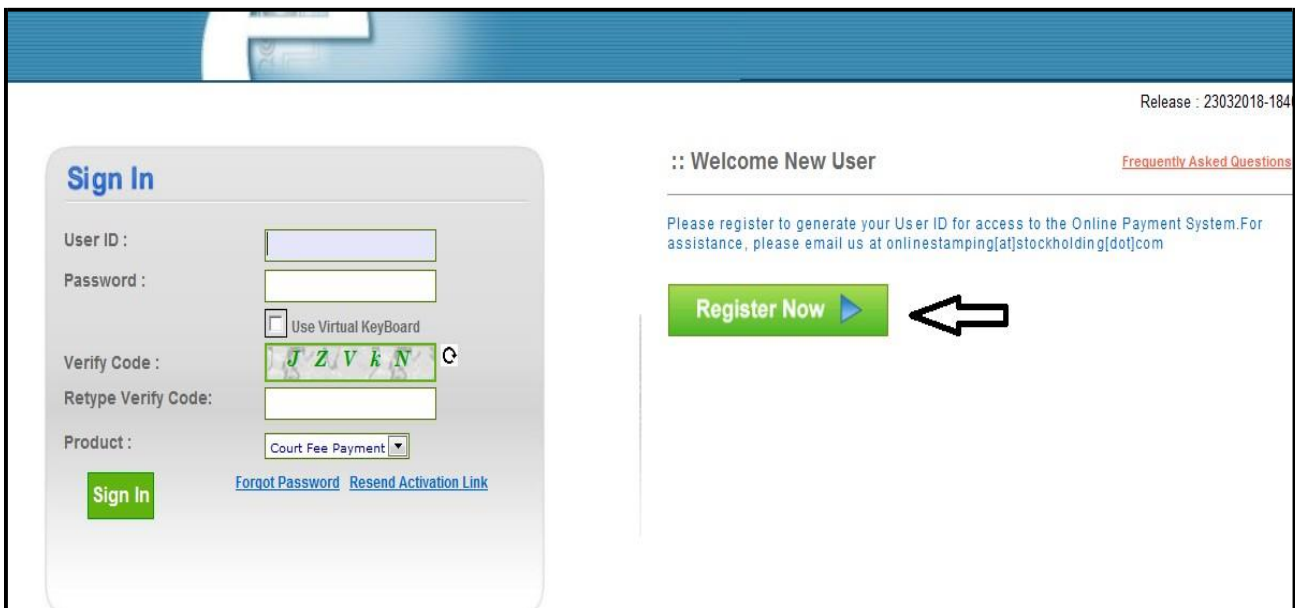
Downloads

Contacts

Fig.2

First time User of the Online e-Court Fee System is required to Register and generate the User ID and password. This User ID is common for Online e-Stamping , online e-Registration and online e-Court Fee collection systems. i.e. If the User is already having an ID for Online e-Court Fee System then the same credentials can be used for online e-Stamping Payment and online e-Registration.

Online User will enter all the mandatory details and only after he/she accepts the terms and conditions, user can save the entry as shown in fig.3 & fig.4



Release : 23032018-184

Sign In

User ID :

Password :

Use Virtual KeyBoard

Verify Code :

Retype Verify Code:

Product :

Sign In [Forgot Password](#) [Resend Activation Link](#)

:: Welcome New User [Frequently Asked Questions](#)

Please register to generate your User ID for access to the Online Payment System. For assistance, please email us at onlinestamping[at]stockholding[dot]com


Register Now 

Fig.3

:: User Registration [Back to Login Page](#)

* Indicates that the field is mandatory

User ID *

Password *

Confirm Password *

Note:- This will be used for verification for Change/ Forgot Password

Security Question *

Answer *

User Type * Corporate Individual / Proprietor Firm Partnership Firm

First Name *

Last Name *

Gender * Male Female

Birth Date *

Pan No

Occupation

Mobile No *


Correspondence Address *

Pin *

Select State *

Note:- User ID and Password details will be mailed to this email ID

E-Mail ID *


Please enter the image text below

Can't read this? Try another (* Letters are case-sensitive)

I accept all Terms and Condition

ONLINE PAYMENT TERMS AND CONDITIONS

This page states the Terms and Conditions under which you (Visitor) may visit this Web site. Please read this page carefully. If you do not accept the Terms and Conditions stated here, we would request you to exit this site. You should visit this page periodically to re-

Fig.4

Confirmation of a successful registration is sent on the email id provided during the registration process. The User will have to click the link in the email as shown below and visit the page. Only after this, the account will get activated. Upon activation, an SMS will be sent to the registered mobile number.

Dear TEST,

Congratulations! You have successfully registered with the Online Payment System.

Your User ID : shiv2010

Please activate the online access for your User ID by clicking on this [User ID Activation link](#).
 You are required to visit the respective product site via www.shcilestamp.com

Thanks and regards,

onlinestamping team
 Stock Holding Corporation of India Limited.

After successful activation through the link, the Online User can login into the system. Following options are available on the screen. As shown in fig.5

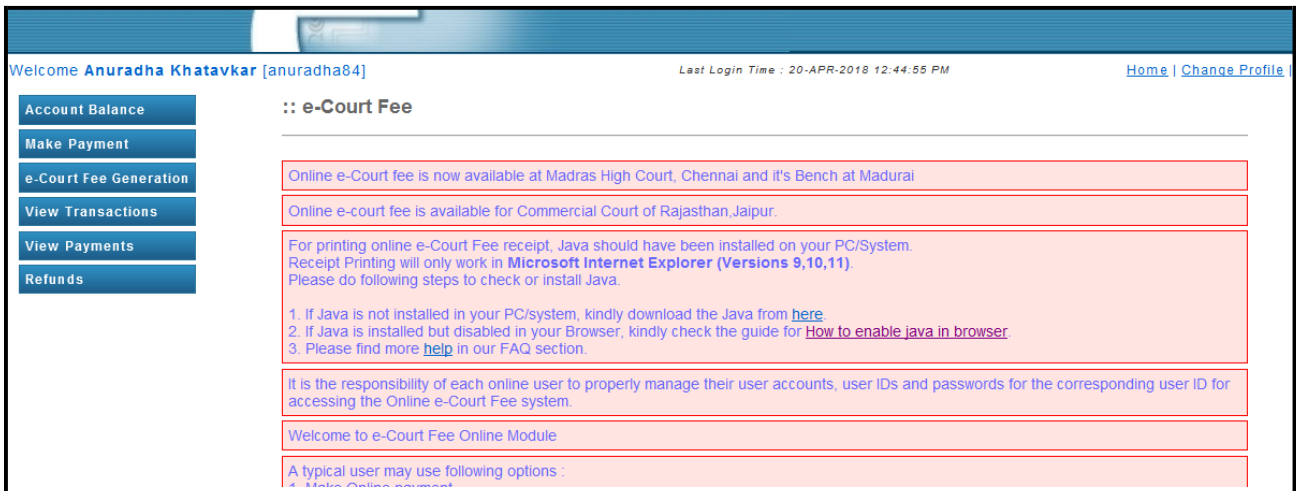


Fig.5

Make Payment :

Before generation of e-Court receipt user has to update the account balance through “ Make Payment” option. User has to select the state for which he wish to pay (from LOV), amount and the Payment mode (Net Banking/Debit Card) from LOV. Refer fig.6

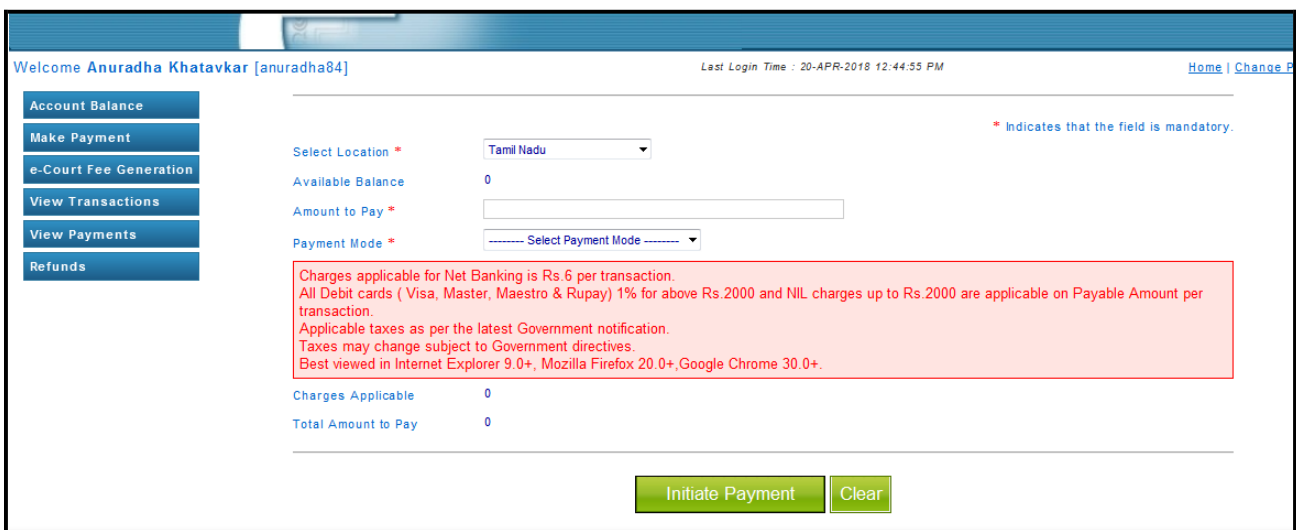


Fig.6

e-Court fee Generation:

On updating the sufficient balance in the account, user can proceed for e-Court receipt entry by selecting “e-Court fee Generation” option. System will display the available account balance on the screen. The receipt date, account reference number and account description are the auto populated fields. User has to select the name of the state from LOV and enter the amount. Name of the Litigant is the mandatory field for online e-Court generation. On entering all mandatory

details user has to click on “Submit” button. Refer fig.7

The screenshot shows a web application interface for generating an e-Court fee receipt. On the left, there is a vertical menu with buttons for 'Account Balance', 'Make Payment', 'e-Court Fee Generation', 'View Transactions', 'View Payments', and 'Refunds'. The main content area is titled ':: e-Court Fee Receipt Generation'. It contains the following fields and values: 'Receipt Date' is 20-APR-2018; 'Account Reference' is Anuradha Khatavkar; 'Account Description' is Online Payment; 'Select Location *' is a dropdown menu showing 'Select State' with a red error message '* Please select location.'; 'Account Balance' is 0; 'Name of Litigant *' is an empty text box; and 'Court Fee Amount *' is 0. A red asterisk legend indicates that fields with an asterisk are mandatory. At the bottom right, there are two green buttons labeled 'Submit' and 'Clear'.

Fig.7

Once the user clicks on submit button, system shows a pop up window which re-confirms whether user wants to generate the receipt. User has to click on OK button. As shown in fig.8

This screenshot shows the same e-Court fee receipt generation form as in Fig.7, but with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains the text: 'Are you sure you want to save the entry for amount 10 ? [Ten Rupees]'. Below this text, it says 'Note :- Amount of rupees 10 will be deducted from your Account Balance.' At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. The background form is partially visible, showing the same fields and values as in Fig.7, with the 'Submit' and 'Clear' buttons at the bottom.

Fig.8

On re-confirmation done, system shows the e-Court receipt print screen. User has to click on “Print Receipt” button for printing of receipt. As shown in fig.9



Fig.9

On successful printing of receipt, system displays message on screen. As shown in fig.10



Fig.10

View Transaction:

View transaction option displays all the previous transactions done by the users. Print Receipt option is also available here. User has to click on the bullet icon against any particular transaction for printing that particular receipt. Refer fig.11

Welcome Umadevi Divisetti [umadevi] Last Login Time : 20-APR-2018 11:36:35 AM [Home](#) | [Change Profile](#)

- [Account Balance](#)
- [Make Payment](#)
- [e-Court Fee Generation](#)
- [View Transactions](#)
- [View Payments](#)
- [Refunds](#)

:: View e-Court Fee Transactions [View History Transactions](#)

List of Last 10 Transactions

Sr No.	Select	e-Court Fee Receipt	Name of Litigant	Location	Receipt Date	Amount	Status	Transaction Date
1	<input type="radio"/>	CGCT2041D1800Q097	ABC	CHATTISGARH	20-APR-18 16:00	1	Not Printed	20-APR-18 04:00
2	<input type="radio"/>	CGCT155011713P619	AB	CHATTISGARH	15-SEP-17 15:13	1	Printed	15-SEP-17 03:13

[Print Receipt](#)
[Reprint Receipt](#)

Re-printing of a receipt should be done within 12 hours from printing of the first receipt.
 An e-Court fee receipt is allowed to be reprinted only thrice (i.e 3 times only).
 Only the last re-printed e-Court Fee receipt will be valid.
 Re-printing of an e-court fee receipt will render the previous receipts invalid.

Fig.11

User can use the Reprint Option if Online e-Court Receipt is not generated owing to any reason like (connectivity problem, power failure, printer problem etc) Refer fig.12

Online e-Court Fee Payment System About Online Payment System

Welcome Ditin Andat [didingindat] Last Login Time : 20-JUL-2012 11:32:13 AM [Home](#) | [Change Profile](#) | [Logout](#)

- [Account Balance](#)
- [Make Payment](#)
- [e-Court Fee Generation](#)
- [View Transactions](#)
- [View Payments](#)

:: View e-Court Fee Transactions [View History Transactions](#)

List of Last 10 Transactions

Sr No.	Select	e-Court Fee Receipt	Name of Litigant	Location	Receipt Date	Amount	Status	Transaction Date
1	<input checked="" type="checkbox"/>	TSCT2059D1959K330	DITIN ANDAT	TEST STATE	20-JUL-13 12:00	10	Printed	20-JUL-13 11:58

[Print Receipt](#)
[Reprint Receipt](#)

Re-printing of a receipt should be done within 12 hours from printing of the first receipt.
 An e-Court fee receipt is allowed to be reprinted only thrice (i.e 3 times only).
 Only the last re-printed e-Court Fee receipt will be valid.
 Re-printing of an e-court fee receipt will render the previous receipts invalid.

Fig.12

View Payment:

User can check the payment history by particular period. User has to enter from and to date and click on “Check History” button and system will display the same on the screen. Refer fig.13

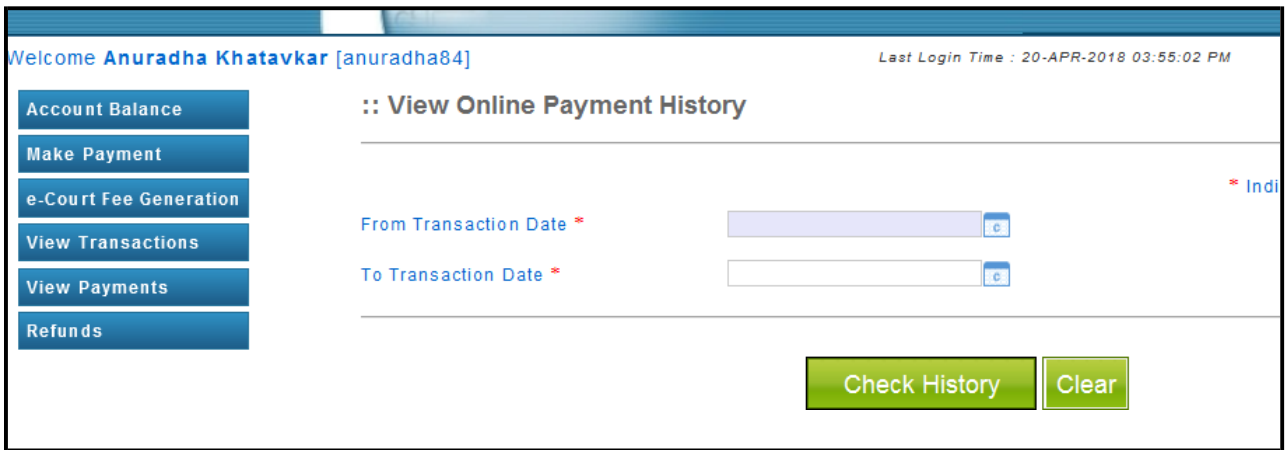


Fig.13

Refund:

User can ask for the refund of money available in his account , by Refund option. User can opt for either partial or full refund. Refr fig .14

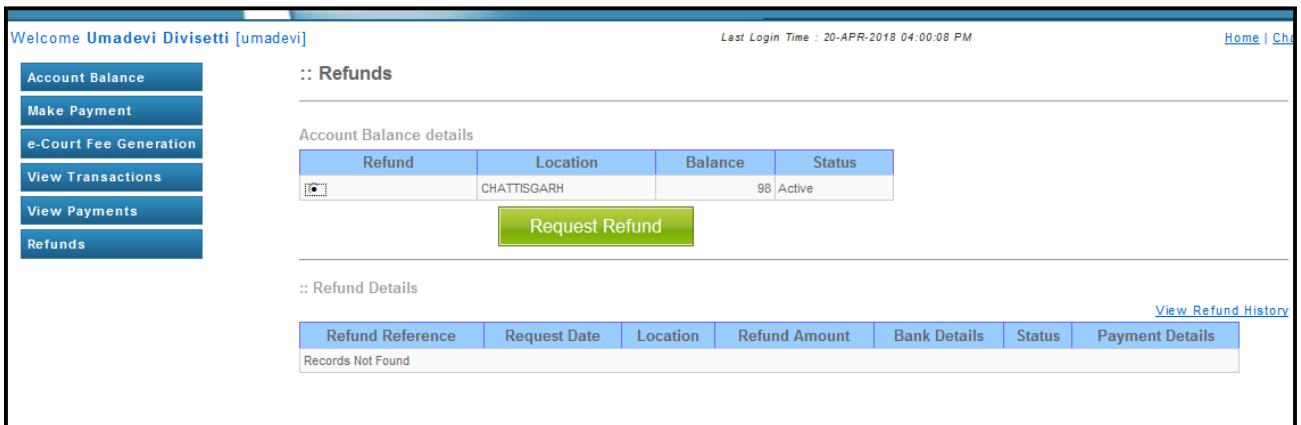


Fig.14

User has to enter the refund amount and other mandatory details and click on “Initiate Refund” button. As soon as user clicks on Initiate Refund button an auto mail will be sent to the StockHolding office with refund details. Refer fig.15

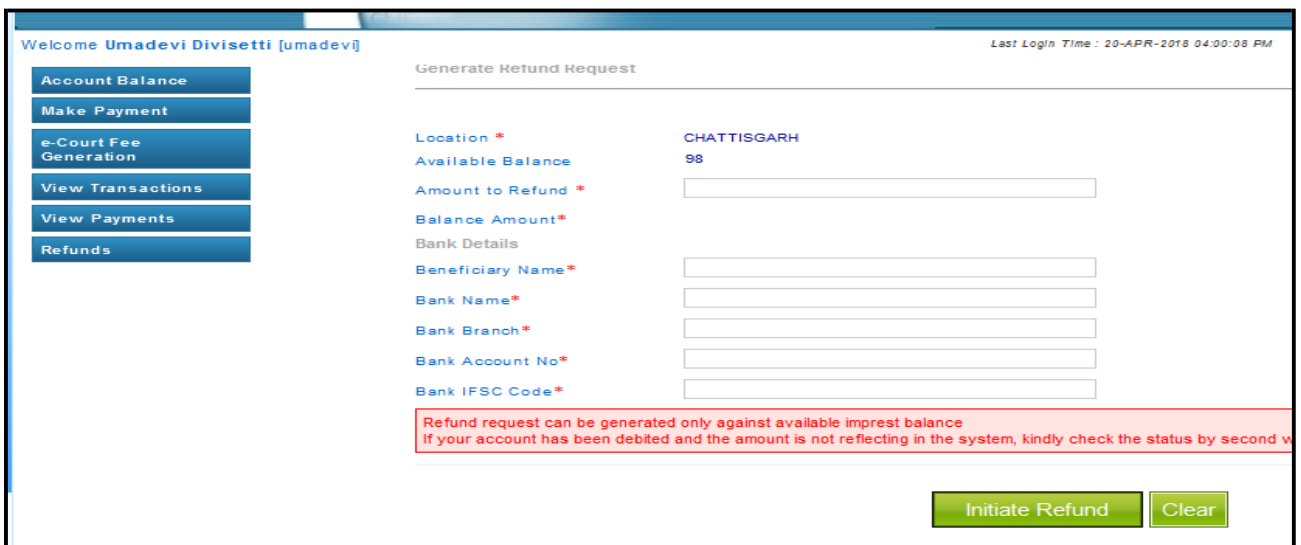


Fig.15