User Manual for E-Filing application

E-Filing User Manual

Version 2.0

Inspector General of Registration & Controller of Stamps, Maharashtra

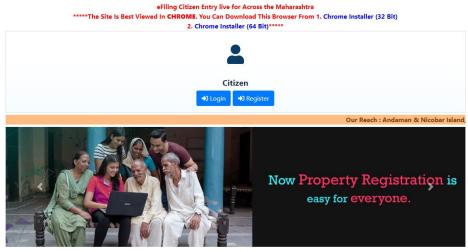
Home Page

- Open the application URL (<u>igrmaharashtra.gov.in/</u>) to access the login page
- Click on 'e-Filing(Citizen)' menu.



Now Click on Click here link





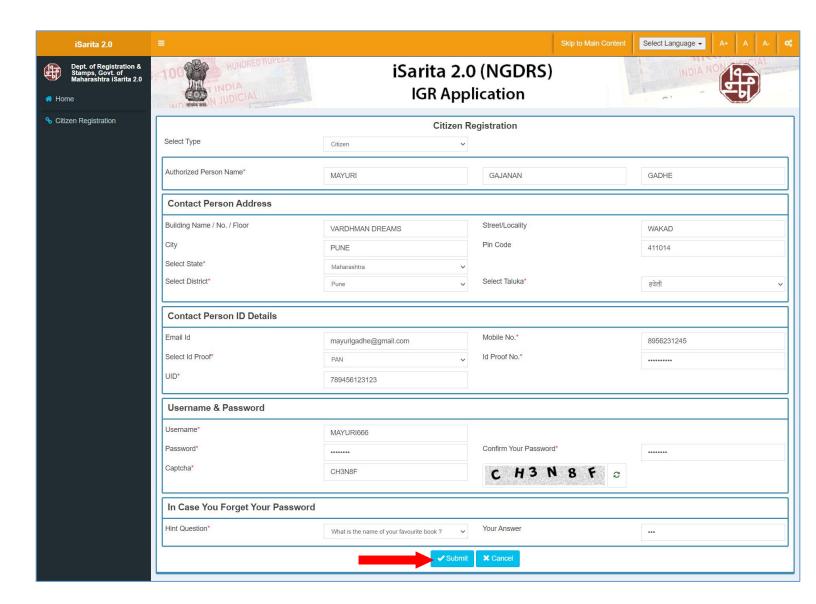
Stamp And Registration Assistance Through Helpline Information

SARATHI Helpline \$\infty\$ 8888007777

On all days (including holidays) between 7 AM to 9 PM

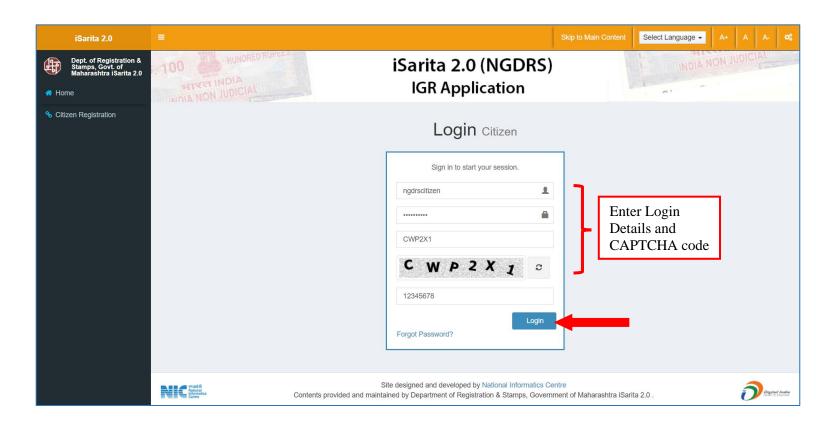
Citizen Registration

- Click on 'Register' to create new citizen user account
- Select type from the dropdown box as citizen.
- Enter Authorized Person Name in Registration form.
- Enter Contact Person Address details in the form.
- Enter contact person ID details in the form.
- Enter Username, Password, Confirm Password, CAPTCHA code.
- In case you forgot your password add hint question and its answer.
- Click on Submit button to create citizen user account.
- Click on cancel to cancel Citizen Registration
- Now go to Citizen Login to do Document Registration.



Citizen Login Page

- Click on Citizen Login.
- Enter login username, Enter password.
- Enter CAPTCHA code.
- Click on Login.



- Click on E-Filing menu.
- Then Click on Start E-Filing sub menu.



E-Filing Entry

New E-Filing Entry

- Click on New E-Filing Entry button to start a new E-Filing entry.
- Click on About E-Filing Module button to get information about E-Filing.

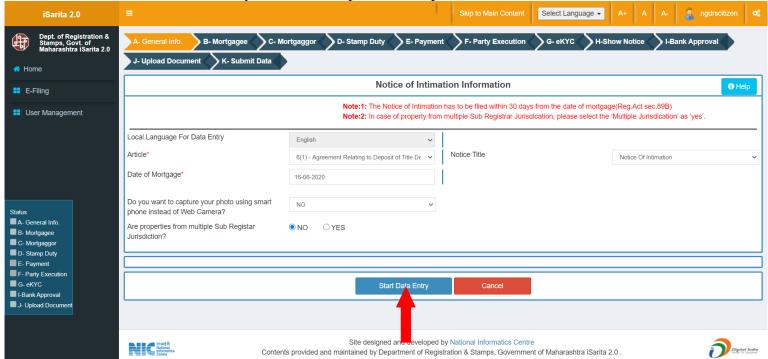


(A) E-Filing Entry with No Multiple Jurisdiction

1. General Info

• Select Multiple Jurisdiction as NO.

• Click on Start Data Entry Button to complete first step.

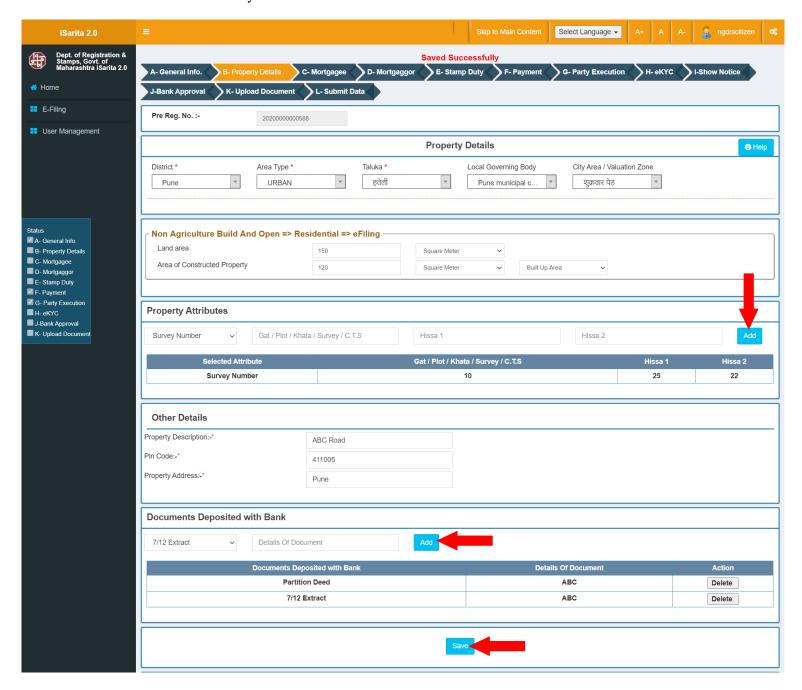


2. Property Details

- Select District, then select Area Type, select taluka, select local governing body, select city area/ valuation zone, select location and select Level 1 List.
- Enter land area, enter Area of constructed property- Built up area.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add

property attribute.

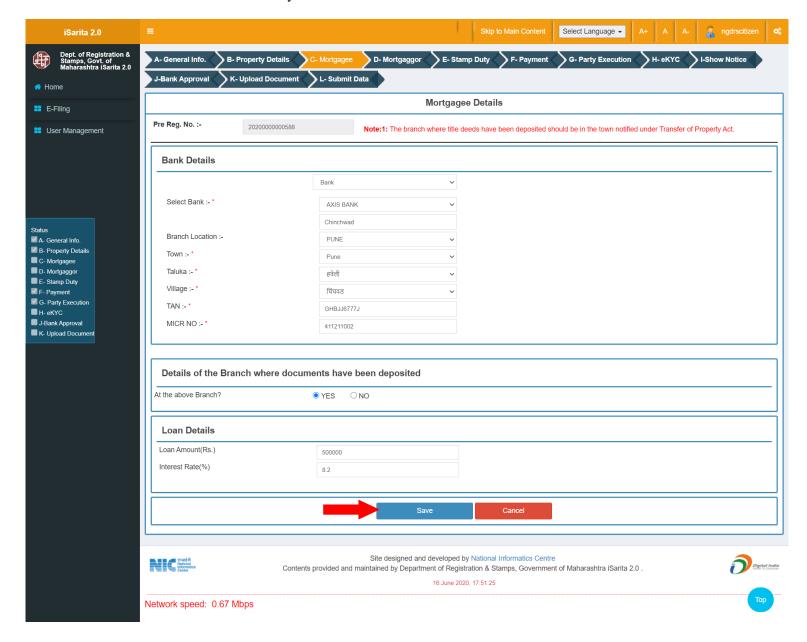
- In other details enter Property description, pin code and property address.
- In Documents deposited with bank, select Documents deposited with bank and enter details of document then click on add button to add Documents deposited with bank.
- Click on Save button to save the **Property Details**.
- If user wants to edit the entry then click on edit button to update the record and click on save.
- If user wants to delete the entry click on Delete button to delete the record.



3. Mortgagee Details

- Select Bank or NBFCS accordingly.
- In Bank Details select Bank, select Branch Location, select Town, select Taluka, select Village, Enter TAN, enter MICR No.
- In Details of the Branch where documents have been deposited, select At the above Branch? As Yes or No.

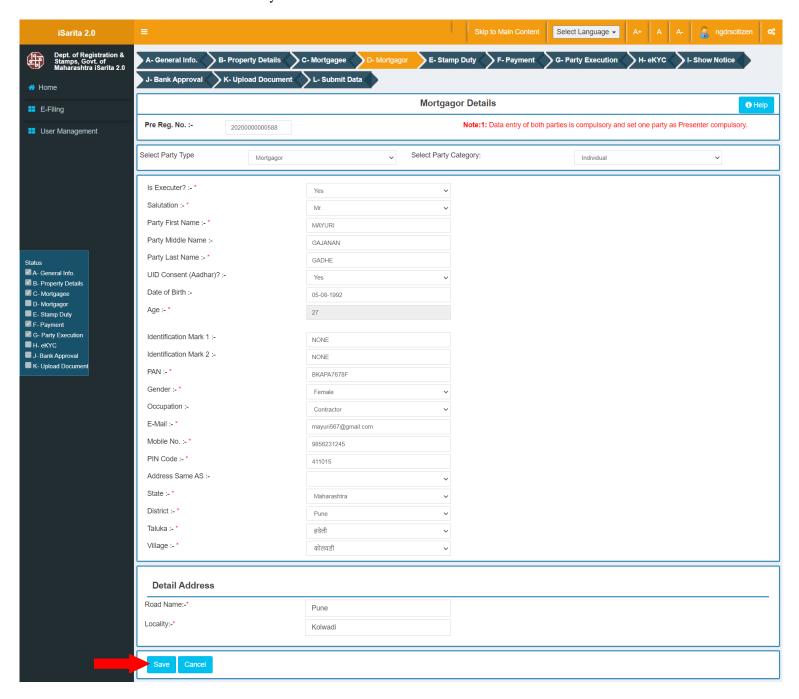
- If No then enter Branch Name, select Town, select Village/ Area/ Location
- In Loan details, enter Loan Amount and enter Interest Rate.
- Click on Save to save Mortgagee Details
- Click on cancel to cancel the entry.



4. Mortgagor

- Select Is Executor? Yes Or No, Select Salutation, Enter Party First Name, Last Name as they are mandatory fields.
- Enter Date of birth, Select Identification Type ID and its description.
- Enter PAN no, Select Occupation, select Gender, enter Email ID, Mobile no and email ID.

- Select State, District, Taluka and Village respectively.
- Select UID consent as Yes or No.
- In Detail Address enter all address details accordingly.
- Click on Save to save Mortgagor party.
- Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.
- If user wants to delete the entry click on Delete button to delete the record.



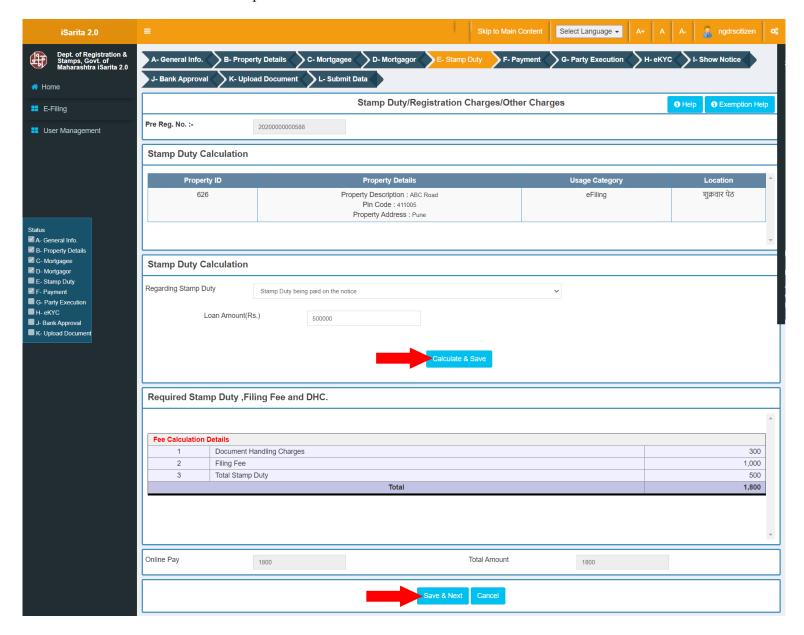
Set Party as Presenter:

• Click on Set as Presenter button to set party as Presenter at the actual time of presenting the document at SRO office.



5. Stamp Duty

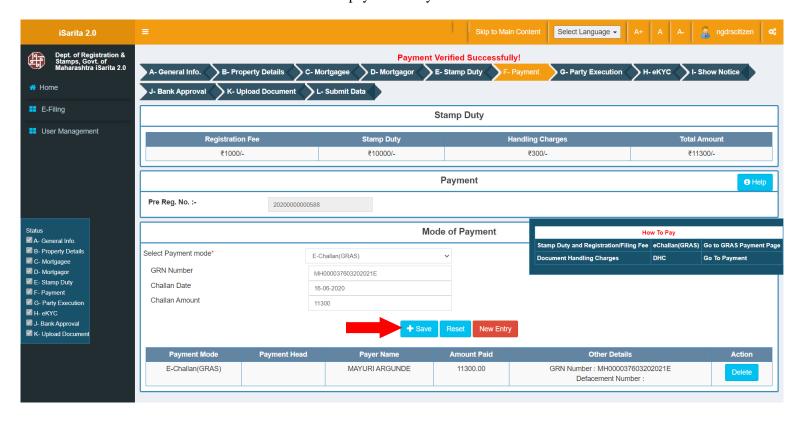
- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.



6. Payment

• Click on select payment mode.

- In How to Pay Box you can can go to GRAS payment page for paying Stamp Duty and Registration fees.
- Enter Respective details according to your payment mode. In below screen Payment is done through E-Challan(GRAS) mode.
- Click on Save button to save payment details.
- Click on Reset button to reset the entry.
- Click on New Entry button to do new entry of payment.
- Click on delete button in table to delete the payment entry.



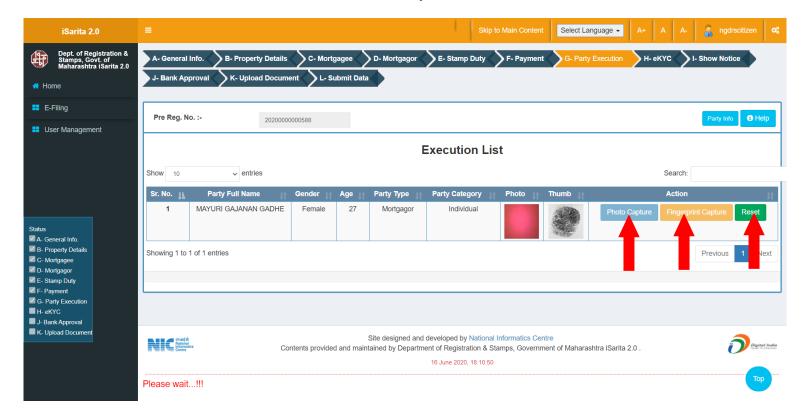
Gras Payment Site: Do payment related to Registration and Stamp Duty.



7. Party Execution

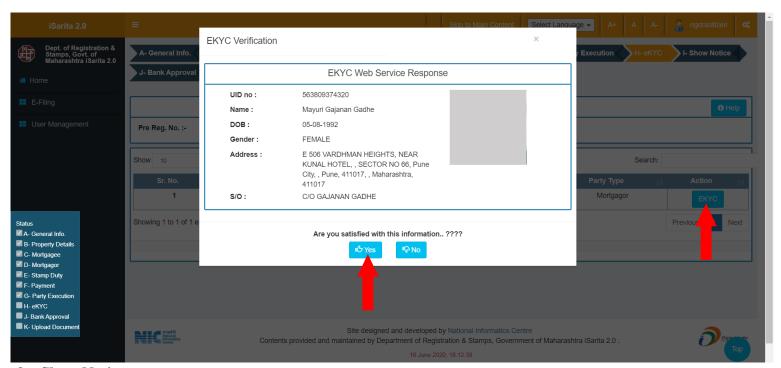
• Click on photo capture button to capture photo.

- Click on Fingerprint Capture button to capture fingerprint.
- Click on Reset button to clear Photo and biometric entry.



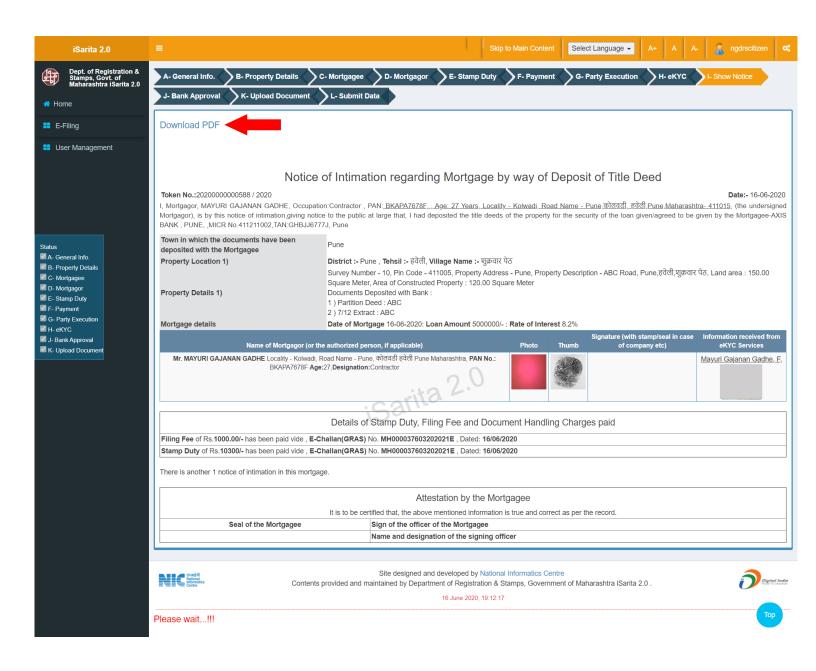
8. eKYC

- Click on eKYC button
- Click on Biometric Or OTP
- Enter UID no or Mobile No according to selection.
- Click on Yes to save EKYS verification.



9. Show Notice

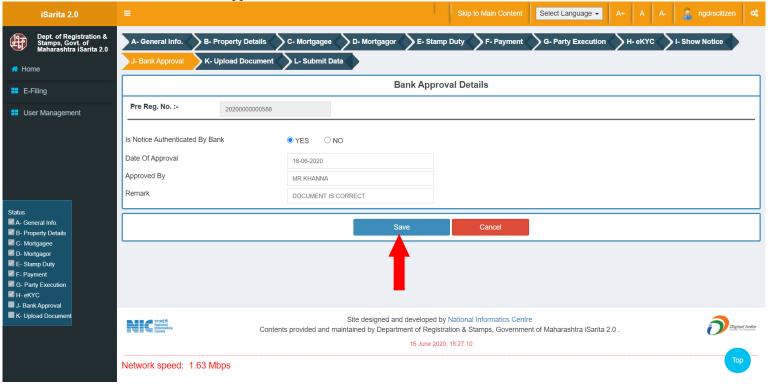
• Click on Download PDF link to download Notice.



10. Bank Approval

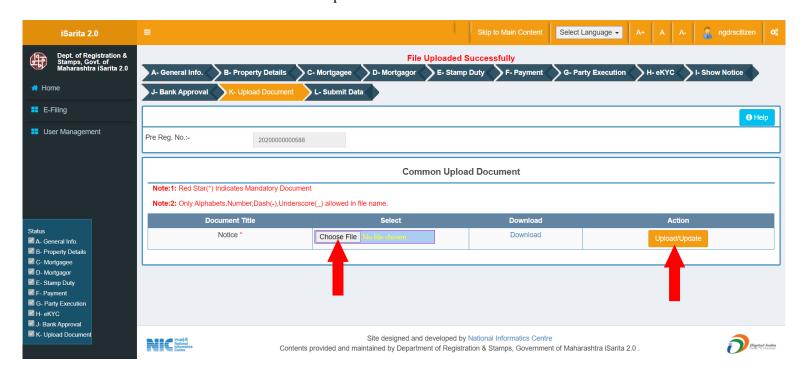
Click on Is Notice Authenticated By Bank as YES or NO

- Enter Date Of Approval.
- Enter Approved By details.
- Enter Remark
- Click on Save to save bank approval details.



11. Upload Document

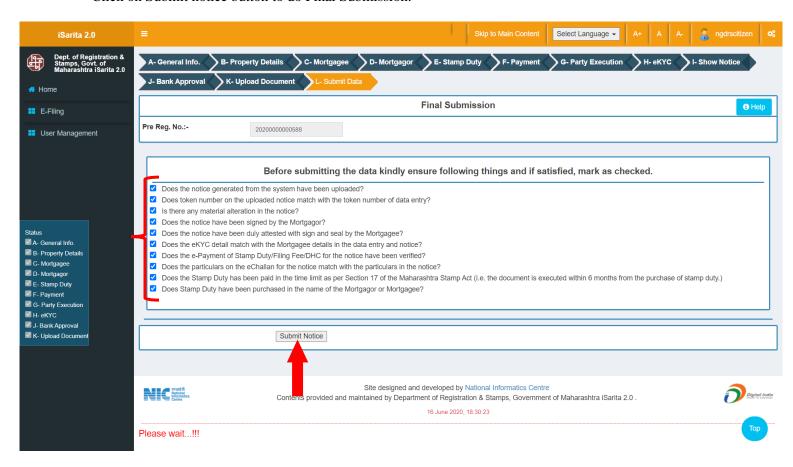
- Select file by clicking on Choose File button.
- Click on Upload / Update button after selection of the file.
- Click on Download link to download the uploaded document.



12. Submit Data

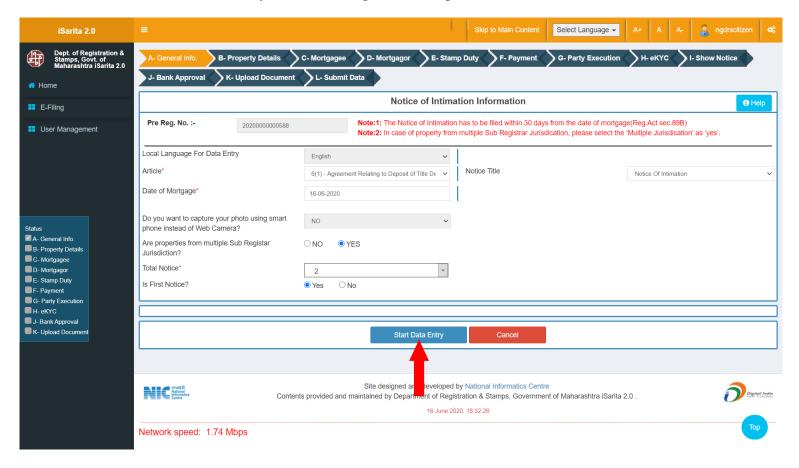
Click on all checkboxes.

• Click on Submit notice button to do Final Submission.

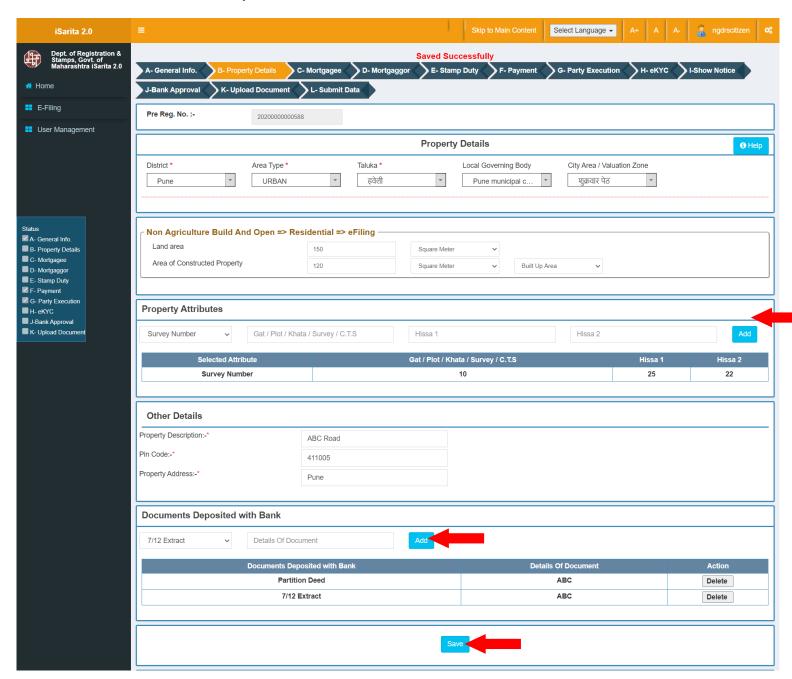


1. General Info

- Select Multiple Jurisdiction as Yes.
- Select Total Notice.
- Select Is First Notice? Flag as Yes.
- Click on Start Data Entry Button to complete first step.

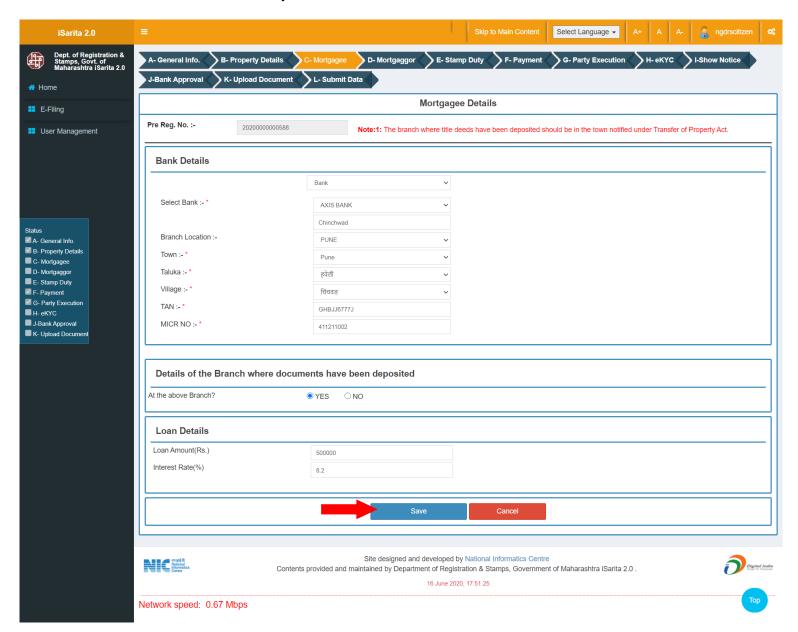


- Select District, then select Area Type, select taluka, select local governing body, select city area/ valuation zone, select location and select Level 1 List.
- Enter land area, enter Area of constructed property- Built up area.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add property attribute.
- In other details enter Property description, pin code and property address.
- In Documents deposited with bank, select Documents deposited with bank and enter details of document then click on add button to add Documents deposited with bank.
- Click on Save button to save the **Property Details**.
- If user wants to edit the entry then click on edit button to update the record and click on save.
- If user wants to delete the entry click on Delete button to delete the record.



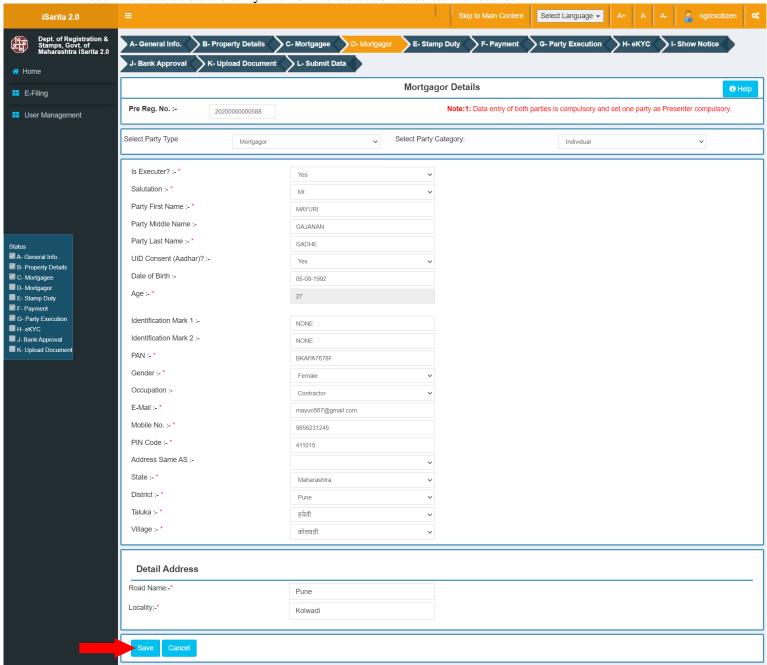
3. Mortgagee Details

- Select Bank or NBFCS accordingly.
- In Bank Details select Bank, select Branch Location, select Town, select Taluka, select Village, Enter TAN, enter MICR No.
- In Details of the Branch where documents have been deposited, select At the above Branch? As Yes or No.
- If No then enter Branch Name, select Town, select Village/ Area/ Location
- In Loan details, enter Loan Amount and enter Interest Rate.
- Click on Save to save Mortgagee Details
- Click on cancel to cancel the entry.

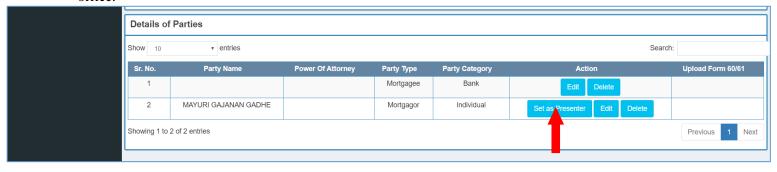


4. Mortgagor

- Select Is Executor? Yes Or No, Select Salutation, Enter Party First Name, Last Name as they are mandatory fields.
- Enter Date of birth, Select Identification Type ID and its description.
- Enter PAN no, Select Occupation, select Gender, enter Email ID, Mobile no and email ID.
- Select State, District, Taluka and Village respectively.
- Select UID consent as Yes or No.
- In Detail Address enter all address details accordingly.
- Click on Save to save Mortgagor party.
- Click on cancel to canceling data entry.
- After saving the party, you can edit the party by clicking on Edit button.
- If user wants to delete the entry click on Delete button to delete the record.



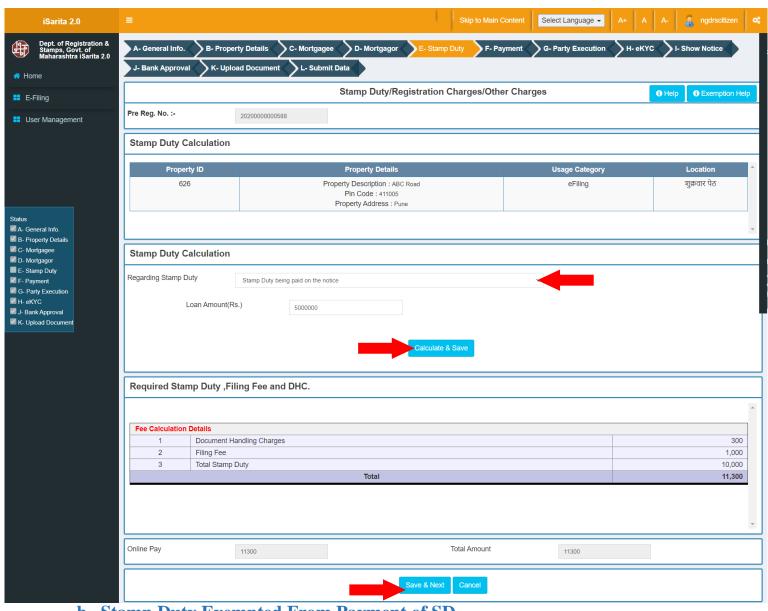
Click on Set As Presenter button to set party as Presenter at the actual time of presenting the document at SRO office.



5. Stamp Duty

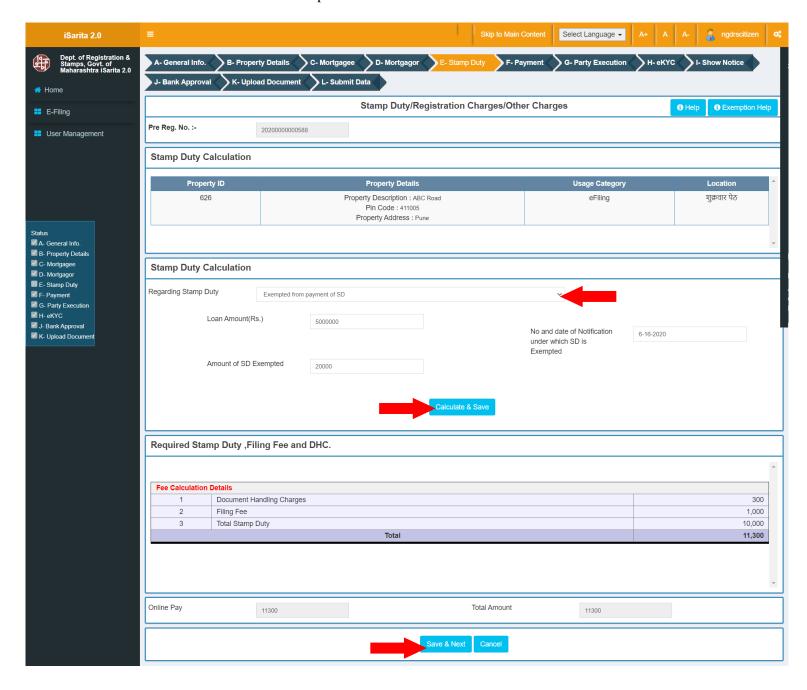
a. Stamp Duty Being Paid On The Notice

- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.

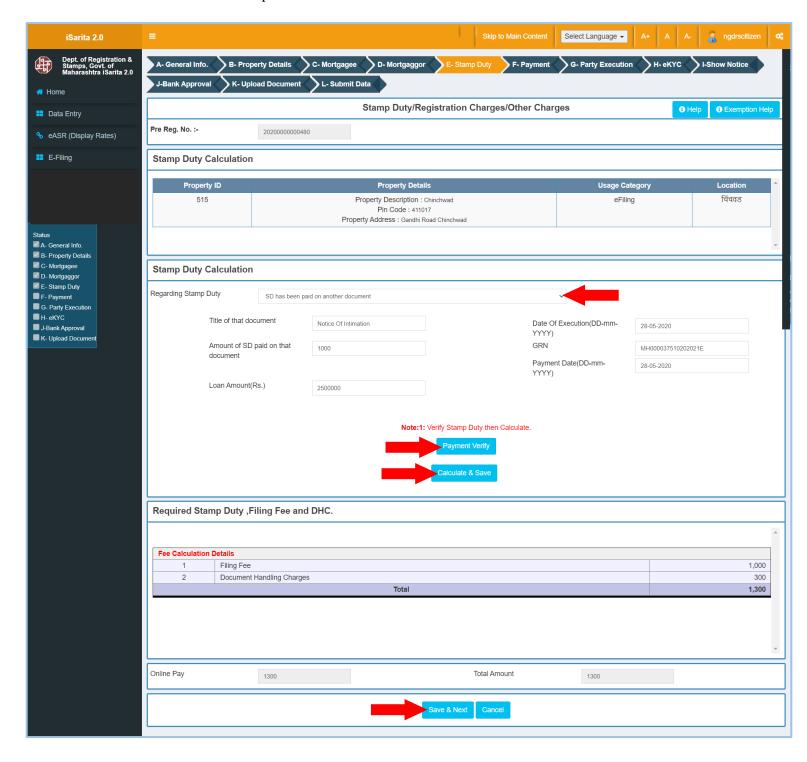


b. Stamp Duty Exempted From Payment of SD

- Select Stamp Duty from dropdown as Exempted from Payment of SD
- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.

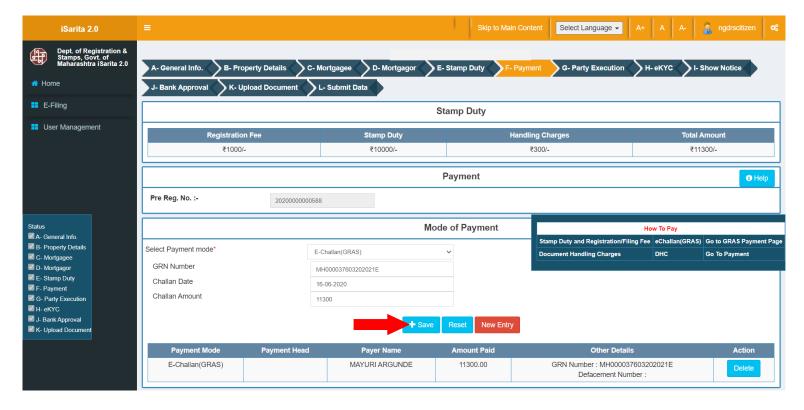


- Select Stamp Duty from dropdown as Stamp Duty has been paid on Another Document
- Enter Title of the document, Date of Execution, Amount Of SD paid on that document.
- Enter GRN no, Payment Date and Loan amount.
- Click on Payment Verify button to do payment verification.
- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.



6. Payment

- Click on select payment mode.
- In How to Pay Box you can can go to GRAS payment page for paying Stamp Duty and Registration fees.
- Enter Respective details according to your payment mode. In below screen Payment is done through E-Challan(GRAS) mode.
- Click on Save button to save payment details.
- Click on Reset button to reset the entry.
- Click on New Entry button to do new entry of payment.
- Click on delete button in table to delete the payment entry.

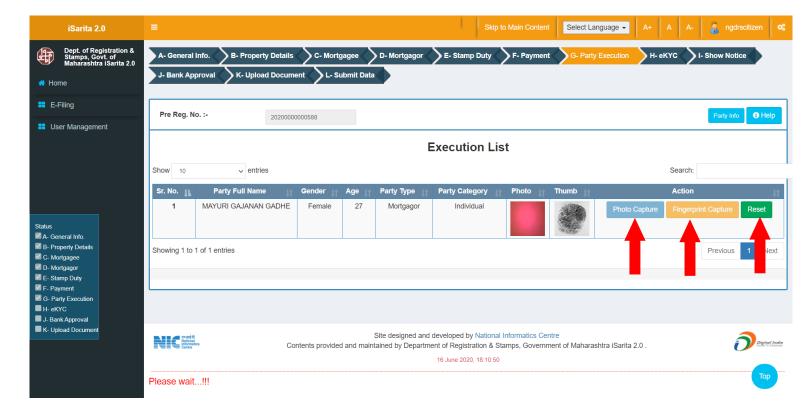


Gras Payment Site: Do payment related to Registration and Stamp Duty.



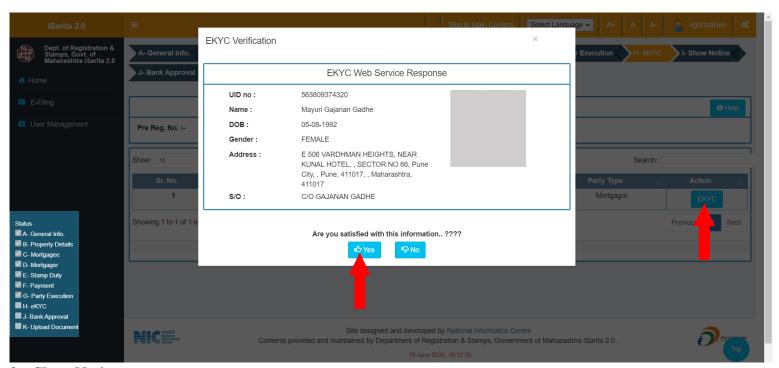
7. Party Execution

- Click on photo capture button to capture photo.
- Click on Fingerprint Capture button to capture fingerprint.
- Click on Reset button to clear Photo and biometric entry.



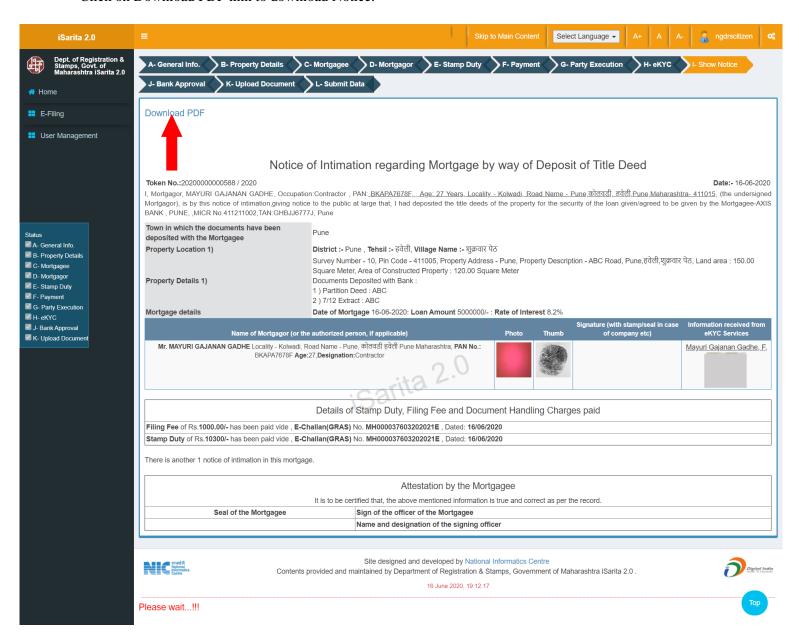
8. eKYC

- Click on eKYC button
- Click on Biometric Or OTP
- Enter UID no or Mobile No according to selection.
- Click on Yes to save EKYS verification.

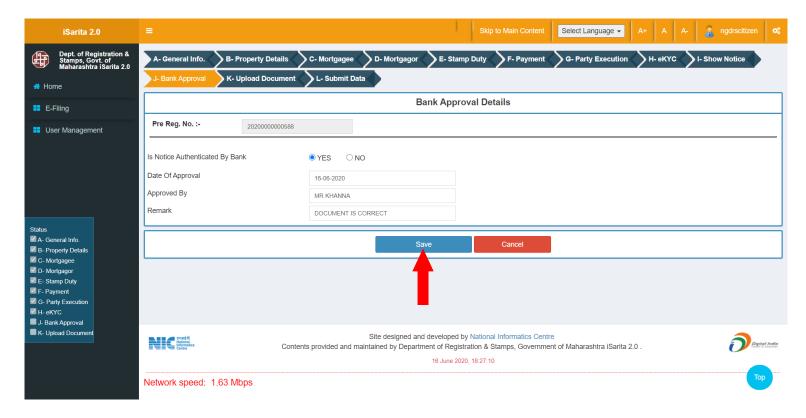


9. Show Notice

• Click on Download PDF link to download Notice.

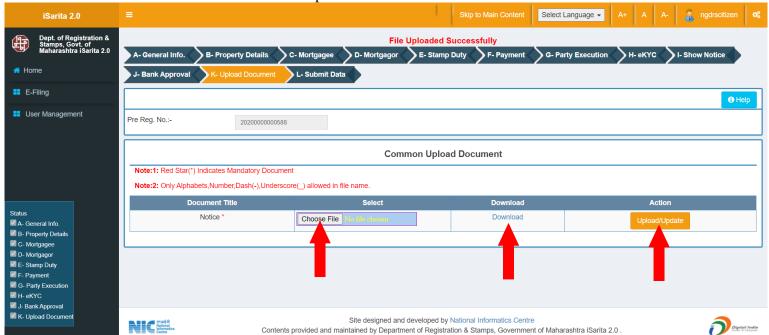


- Click on Is Notice Authenticated By Bank as YES or NO
- Enter Date Of Approval.
- Enter Approved By details.
- Enter Remark
- Click on Save to save bank approval details.

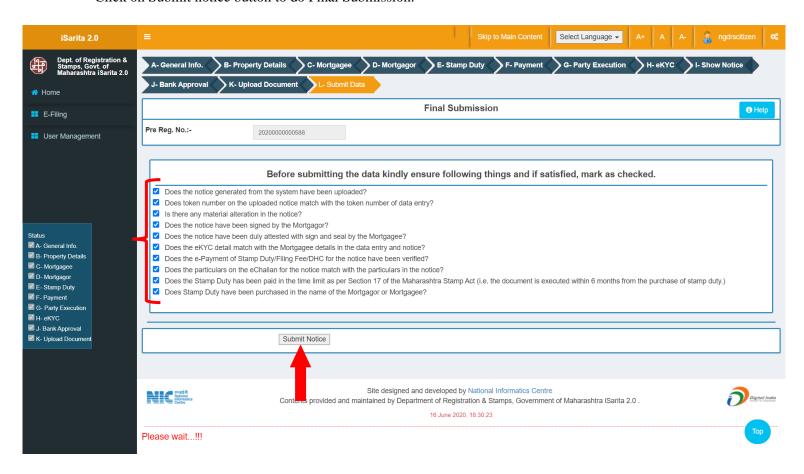


11. Upload Document

- Select file by clicking on Choose File button.
- Click on Upload / Update button after selection of the file.
- Click on Download link to download the uploaded document.

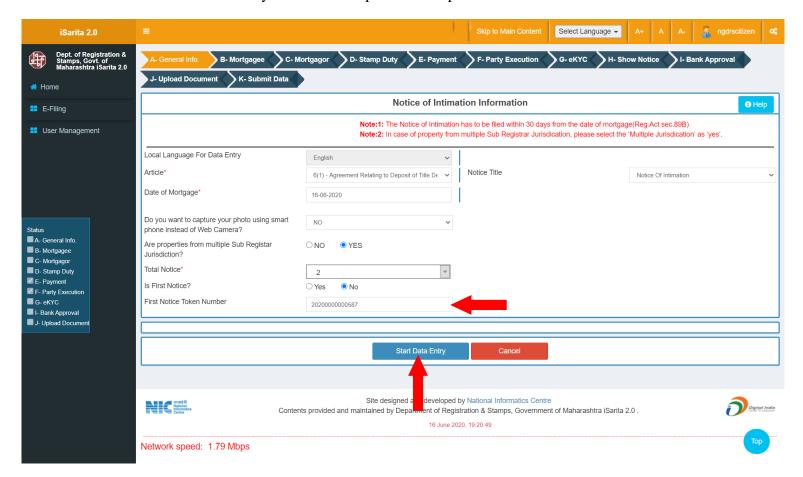


- Click on all checkboxes.
- Click on Submit notice button to do Final Submission.



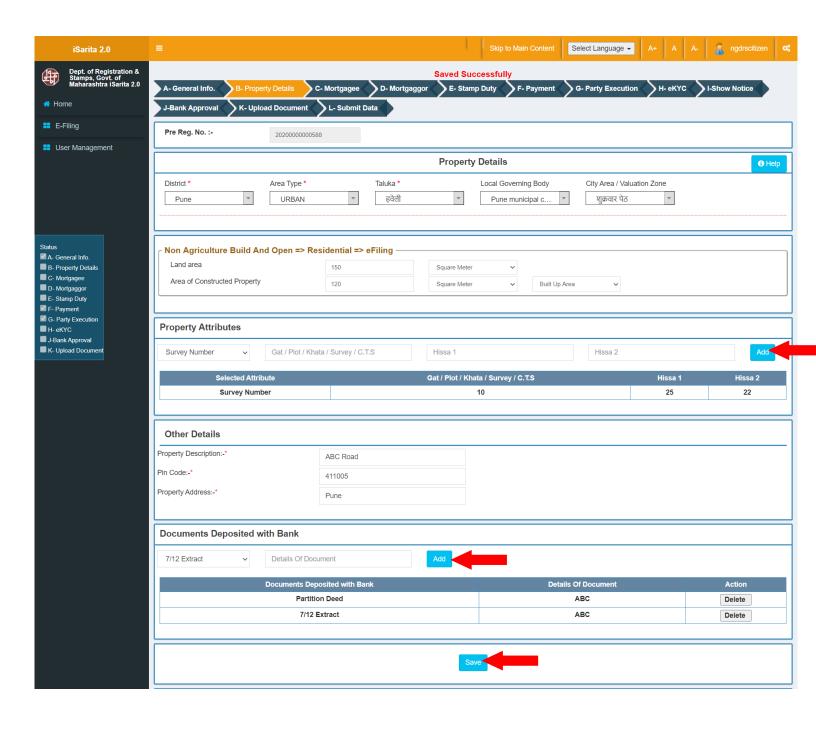
1. General Info

- Select Multiple Jurisdiction as Yes.
- Select Total Notice.
- Select Is First Notice? Flag as No
- Enter Token No.
- Click on Start Data Entry Button to complete first step.



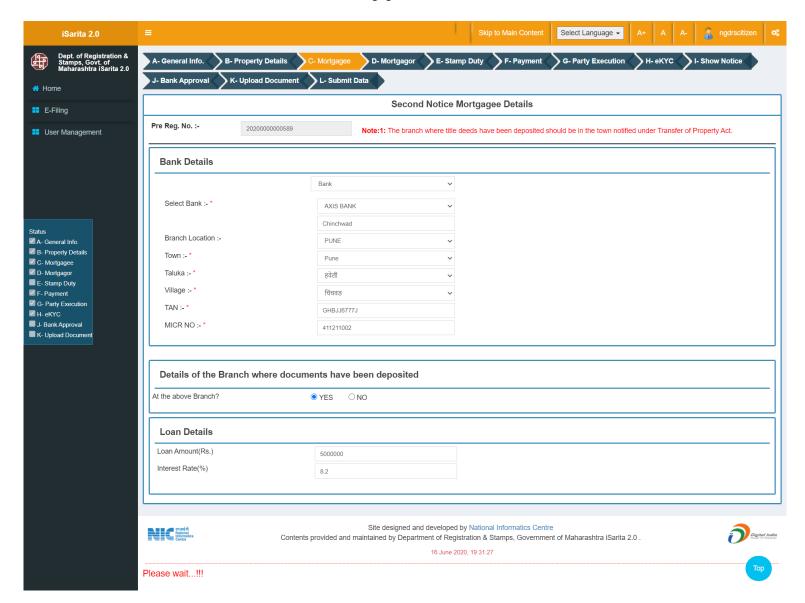
2. Property Details

- Select District, then select Area Type, select taluka, select local governing body, select city area/valuation zone, select location and select Level 1 List.
- Enter land area, enter Area of constructed property- Built up area.
- In property attributes, Select property attribute then enter its details accordingly and click on add button to add property attribute.
- In other details enter Property description, pin code and property address.
- In Documents deposited with bank, select Documents deposited with bank and enter details of document then click on add button to add Documents deposited with bank.
- Click on Save button to save the **Property Details**.
- If user wants to edit the entry then click on edit button to update the record and click on save.
- If user wants to delete the entry click on Delete button to delete the record.



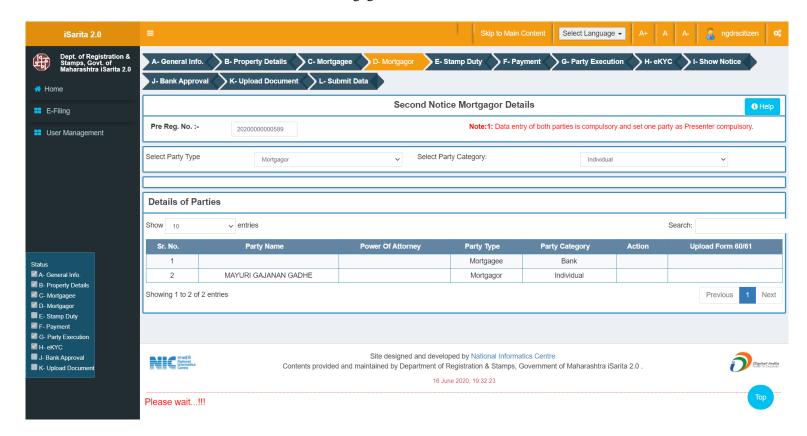
3. Mortgagee Details

• As we have selected Multiple jurisdiction under Second Notice, all the details of token we have entered in General Info will be reflected in Second Notice for Mortgagee Details.



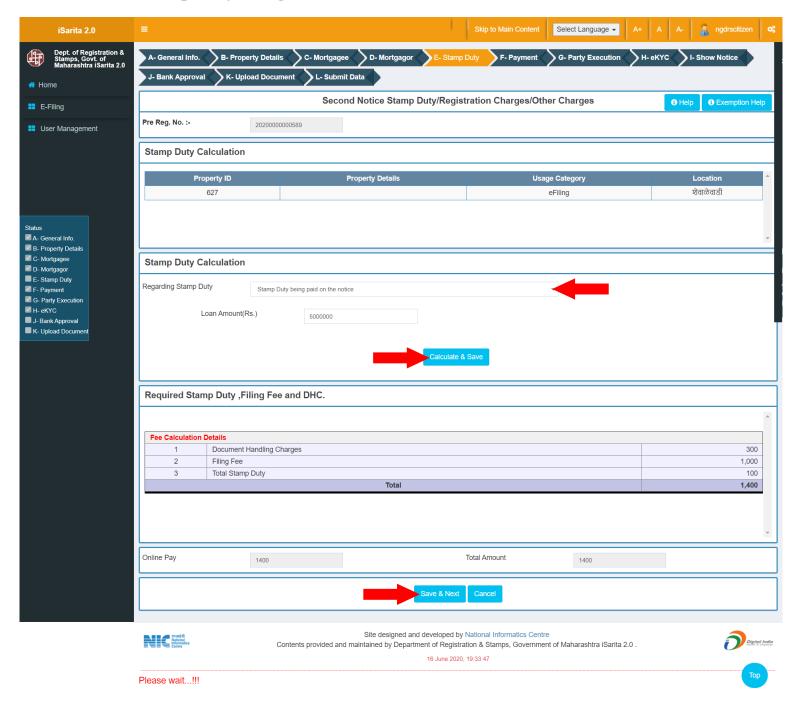
4. Mortgagor

• As we have selected Multiple jurisdiction under Second Notice, all the details of token we have entered in General Info will be reflected in Second Notice Mortgagor Details.



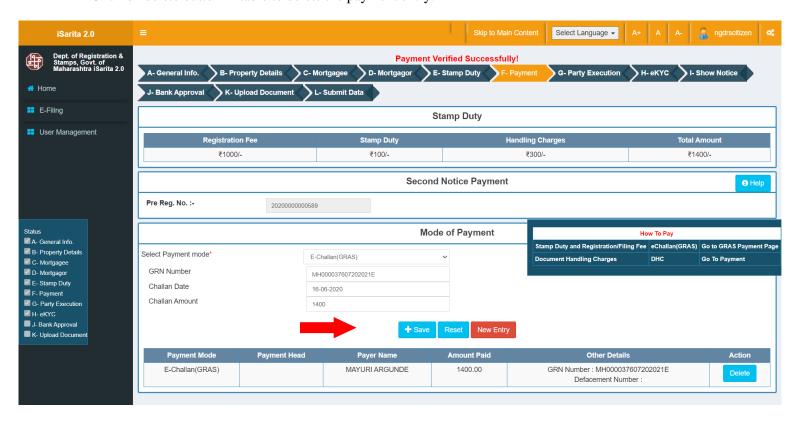
5. Stamp Duty

- Click on calculate and save button to calculate Stamp Duty.
- Click on Save and Next to proceed.
 - Stamp Duty Being Paid On The Notice



6. Payment

- Click on select payment mode.
- In How to Pay Box you can can go to GRAS payment page for paying Stamp Duty and Registration fees.
- Enter Respective details according to your payment mode. In below screen Payment is done through E-Challan(GRAS) mode.
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- Click on Reset button to reset the entry.
- Click on New Entry button to do new entry of payment.
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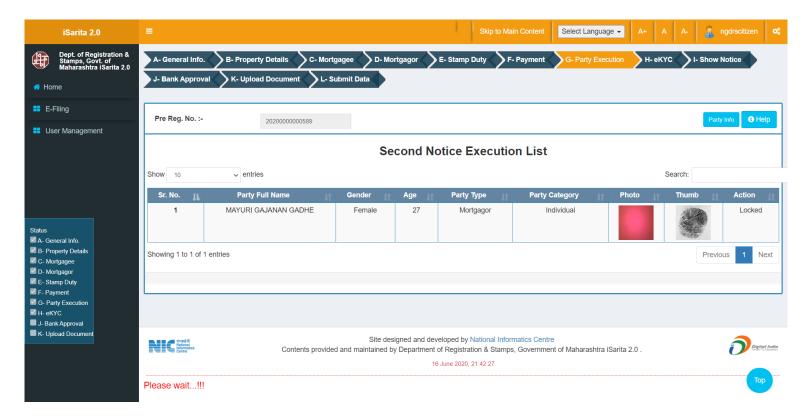


Gras Payment Site: Do payment related to Registration and Stamp Duty.



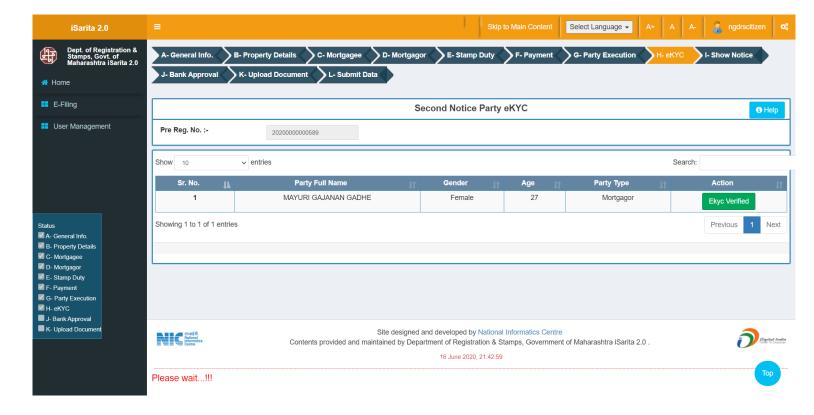
7. Party Execution

• As we have selected Multiple jurisdiction under Second Notice, all the details of token we have entered in General Info will be reflected in Second Notice for Party Execution.



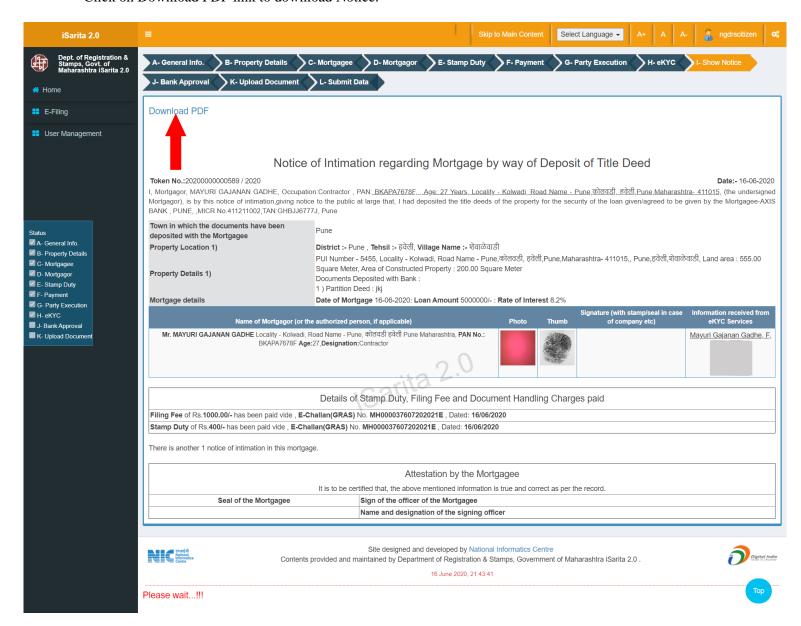
8. eKYC

• As we have selected Multiple jurisdiction under Second Notice, all the details of token we have entered in General Info will be reflected in Second Notice for EKYC.



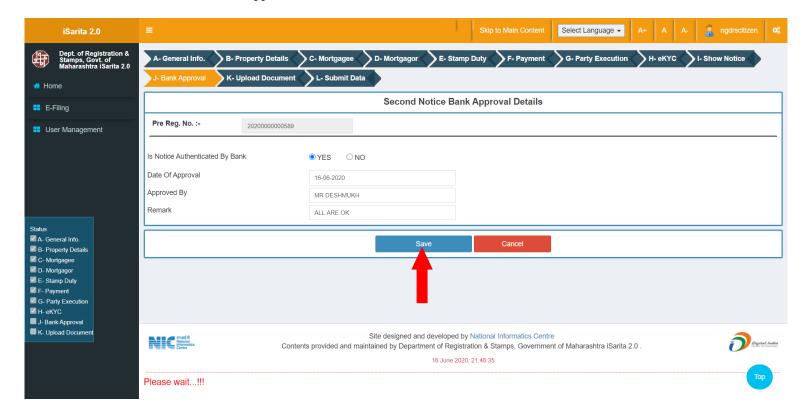
9. Show Notice

Click on Download PDF link to download Notice.



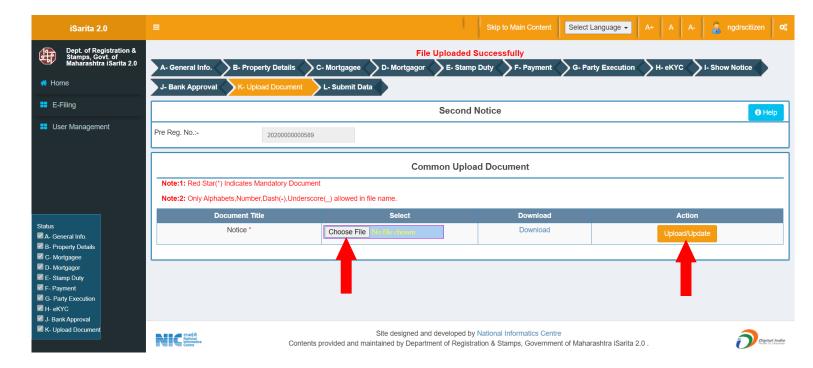
10. Bank Approval

- Click on Is Notice Authenticated By Bank as YES or NO
- Enter Date Of Approval.
- Enter Approved By details.
- Enter Remark
- Click on Save to save bank approval details.



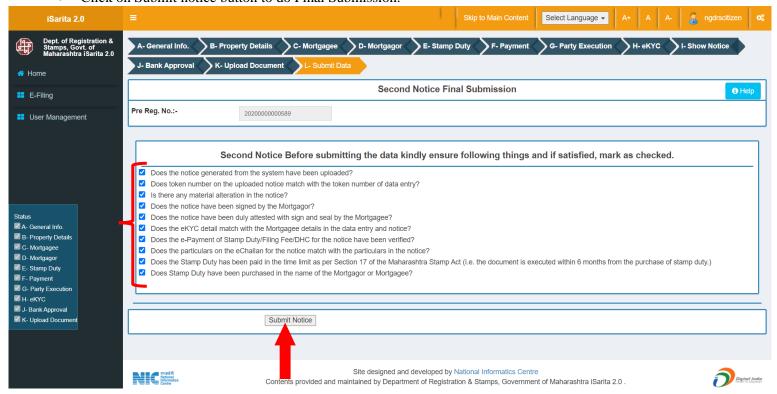
11. Upload Document

- Select file by clicking on Choose File button.
- Click on Upload / Update button after selection of the file.
- Click on Download link to download the uploaded document.



12. Submit Data

- Click on all checkboxes.
- Click on Submit notice button to do Final Submission.



After Registration Completion

• After Registration Completion citizen will be able to Download Notice, Payment Receipt and Index 2 Report Data Entry Home Page.

