


REFUND MODULE


USER MANUAL

Refund Module

1. Home Page (Public Data Entry)

**Department of Registration & Stamps**
Government of Maharashtra

नोंदणी व मुद्रांक विभाग
महाराष्ट्र शासन



Sections of MSACos Offices Address ListFAQLoginEnglish

Refund Module

About the Module

The module has been developed and made available by the Department of Stamps and Registration. It provides to the citizen, the facility of online data entry for Refund of Stamp or Refund of Registration Fee (which is not utilized for registration of document). This Module will help in the disposal of Refund applications in an efficient and transparent manner.

Citizen can:

- 1) Enter the data of their refund application properly,
- 2) Modify the data, if required,
- 3) Prepare the application, required affidavit etc.,
- 4) Submit the data and get the Refund ID Number,
- 5) Know the status of the application (i.e. Actions taken by Department) online and through SMS,
- 6) Download the copies of the letter or the order issued by the authority

Important Instructions

Only data entry in this module will not be construed as 'Submission of the Refund Application'. The applicant has to submit the 'Refund Application' physically

- a) to the concerned Collector of Stamps for a refund of stamps within the time limit prescribed under the Maharashtra Stamp Act and
- b) to the concerned Joint District Registrar for Refund of Registration Fee (which is not utilized for registration of document) within 6 months from date of e-Payment

☐ I understand the above instructions regarding physical submission of Application

New Entry

Modify Entry / View Status

Refund Token No.
40697

Modify

Password
Enter Password
Enter Captcha


View Status

Forgot Password


- Public can request for refund by Registering themselves.
- For new refund request click on New Entry button on Home page.

Refund Module

2.1 New Entry

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Sections of MSACos Offices Address ListFAQLoginEnglish

Refund Module

New Entry

Enter mobile number

9657262003

Send OTP

Enter OTP

963074


Submit

OTP sent successfully..

- Enter mobile number and click on Send OTP button to receive OTP.
- Enter received OTP and submit the form.

Refund Module

2.2 New Entry (Continued....)

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[Sections of MSA](#) [Cos Offices Address List](#) [FAQ](#) [Login](#) [English](#)

Refund Module

New Entry


(NOTE: Please note down refund token number below)

Your Refund Token No. is

2111201900003

Create Password

Confirm Password




46039

Submit


- Refund token number is generated, after that user has to enter Password and confirm password.
- Password must contain - Minimum 8 characters, at least 1 Alphabet, 1 Number and 1 Special Character
- Enter captcha and submit the form.

Refund Module

3. Applicant Details

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Applicant DetailsStamp Purchaser DetailsStamp DetailsDocument DetailsDocument UploadLogout

Data Entry for Refund

* Refund ofStamp DutyRegistration FeeYour Refund Token No is: 2011201900004

1. Applicant Details

Individual's Details

Party Entity TypeIndividual

Surname *KatkarFirst Name *PrasmitaMiddle NameVasant

Contact No. *9657262003Email Id *pras@gmail.com

Individual's Address

Surve No.34/5State *MaharashtraBuilding NameKaran BharatiDistrict *PuneFlat No.1Taluka *HaveliFloor No.1Village/City *PuneRoadSatara RoadPin Code *411043Location/AreaPune

Is Individual applying through?
Is Applicant Himself Stamp Purchaser?

SelfLegal HeirPower of Attorney Holder


YesNo

SaveNext


- Select refund of Stamp Duty or Registration Fee.
- Enter Personal and address details and save the form.

Refund Module

4. Stamp Purchaser Details

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Applicant DetailsStamp Purchaser DetailsStamp DetailsDocument DetailsDocument UploadLogout

Data Entry for Refund

Your Refund Token No is: 2011201900004

Stamp Purchaser's Details

Individual's Details

Party Entity Type
Surname *
Katkars
Contact Number *
9657262003

Individual
First Name *
Prasmita
PAN *
AAAPL1234C

Middle Name
Vasant
Email Id
pras@gmail.com

Individual's Address

Surve No.
34/5
State *
Maharashtra

Building Name
Karan Bharati
District *
Pune

Flat No
1
Taluka *
Haveli

Floor No
1
Village/City *
Pune

Road
Satara Road
Pin Code *
411043

Location/Area
Pune

Bank account details for refund amount credit

IFS Code *
UTIB0000007

Bank Name *
Axis Bank

Branch Name *
New Delhi

Account Number *
0532013000

Account Holder Name As Per Bank Account *
Prasmita Katkar

Save

Previous


Next

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- Enter Stamp purchaser Personal, Address details and Bank details for refund amount credit.


Refund Module

5. Stamp Details



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Applicant DetailsStamp Purchaser DetailsStamp DetailsDocument DetailsDocument UploadLogout

Data Entry for Refund

Your Refund Token No is: 2011201900004

Stamp Details

Select Stamp Sub TypeeChallanView Sample eChallan

Details of office in which name it is purchased

District *Pune

Office *Select

GRN No *MH000620607201820E

GRN Date *20/11/2019

GRN Amount *1000

View Challan

☒ I hereby confirm that the shown challan is the same of which I want refund.

	Stamp Sub Type	Number	Date	Amount	
Edit	eChallan	MH000620607201920E	20/11/2019	500	Delete
Edit	eChallan	MH000620607201820E	20/11/2019	1000	Delete

Submit & Add More Stamp DetailsPreviousNext

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localhost:51293/PDF/eChallan.jpg


- Select Stamp Type and enter stamp details.
- User can refer sample challan for entering stamp details.
- User can also view challan if stamp type is eChallan, Simple Receipt and eSBTR.
- User can add multiple stamps as shown below.

Prepared on 21 November 2019

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Refund Module

6. Document Details



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Applicant DetailsStamp Purchaser DetailsStamp DetailsDocument DetailsDocument UploadLogout

Data Entry for Refund

Your Refund Token No is: 2011201900004

Status of Stamp / Document

Reason for RefundUsed for a document and signed by all or any party

Reason Details47(C)(1)-Document found to be absolutely void in law from beginning

Article DescriptionMortgage of a cropTitle of documentपिक गहाणखत

is documentRegisteredUnregistered

District *PuneSR Office *S.R. Haveli 1Document Year *2019

Document Number *1Date of execution *20/11/2019Date of Registration *20/11/2019

View Index II

☐ I hereby confirm that the shown Index II of document is the same of which I want refund

Reason of document being absolutely void in law from the beginning?test


SavePreviousNext

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- Select Reason For Refund and Reason Details.
- Select the document is Registered or Unregistered.
- The User can View INDEX II by entering document details.
- Enter answers of questions given in the form.

Refund Module

7. Document Upload

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Applicant DetailsStamp Purchaser DetailsStamp DetailsDocument DetailsDocument UploadLogout

Data Entry for Refund

Your Refund Token No is: 2011201900004

Document Upload

Document required to be uploaded

☒ Proof of the Reason of document being absolutely void in law from the beginning

☒ Copy Of Original document

☒ Cancelled blank cheque or first page of Passbook (clearly showing Name of Applicant, Account Number, Bank Name, IFSC Code)

Select Document for uploadCancelled blank cheque or first page of fChoose FileNo file chosenUpload File

Document Uploaded	File Name		
Proof of the Reason of document being absolutely void in law from the beginning	Affidavit (1).pdf	Delete	View File
Copy Of Original document	Affidavit (2).pdf	Delete	View File
Cancelled blank cheque or first page of Passbook (clearly showing Name of Applicant, Account Number, Bank Name, IFSC Code)	Affidavit.pdf	Delete	View File


PreviousNext

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- Upload all required documents display on the page.
- The user can delete the uploaded file and can also view the uploaded file.
- Important Instructions for file upload
 - File size must be less than 100kb
 - File extension must be .PDF


Refund Module

8.1 Acknowledge Page



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Government of Maharashtra

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Logout

Acknowledgment

Download Data Entry Preview

Your Refund Token No. is : 2011201900004


Previous

Submit Data


- The user (Public) can view Data Entry Preview and submit the data.

Refund Module

8.2 Acknowledge Page

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Logout

Acknowledgment

Download Receipt

Below are the suggestive formats for Refund Application, Affidavit, Statement..

Refund Application format

Affidavit format

Statement format

Your Data for Refund is received successfully

Your Refund Token No. is : 2011201900004

Important Instructions


Only data entry in this module will not be construed as 'Submission of the Refund Application'. The applicant has to submit the 'Refund Application' physically
a) to the concerned Collector of Stamps for a refund of stamps within the time limit prescribed under the Maharashtra Stamp Act and
b) to the concerned Joint District Registrar for Refund of Registration Fee (which is not utilized for registration of document) within 6 months from date of e-Payment

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- The user (Public) can download suggestive formats of Refund Application, Affidavit, and Statement.

Refund Module

1. Home Page (JDR/ COS Login)

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Refund Module

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Citizen can:

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- 3) Prepare the application, required affidavit etc.,
- 4) Submit the data and get the Refund ID Number,
- 5) Know the status of the application (i.e. Actions taken by Department) online and through SMS,
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- b) to the concerned Joint District Registrar for Refund of Registration Fee (which is not utilized for registration of document) within 6 months from date of e-Payment

☐ I understand the above instructions regarding physical submission of Application

New Entry

Modify Entry / View Status

Refund Token No.

Password

Enter Password

Enter Captcha

95496

Modify

View Status

Forgot Password

- Click on Login button on home page for login.

Refund Module

2. Login Page

Department of Registration & Stamps
Government of Maharashtra

नोंदणी व मुद्रांक विभाग
महाराष्ट्र शासन

Home

Login - For Official users only

Login ID: JDRPUNE

Password: *****

Captcha: 41545

Login

- Enter Login ID, Password and captcha to login the application.

Refund Module

3.1 Physical Submission

The screenshot shows the 'Physical Submission' module interface. At the top, there is a header bar with the Department of Registration & Stamps logo and name in English and Marathi. Below this is a navigation bar with links for Physical Submission, Search Case, Treasury Bill, Offline, Old Entry, and Reports. A 'Logout' link is also present. The main content area displays the user's login ID as JDRPUNE and their designation as Collector of Stamp. A blue bar labeled 'Physical Submission' is followed by a form with the text 'Select case of' and two radio buttons: 'Registration Fee Refund' and 'Stamp Duty Refund'.

Department of Registration & Stamps
Government of Maharashtra

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Physical Submission Search Case Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp


Physical Submission

Select case of ☐ Registration Fee Refund ☐ Stamp Duty Refund


- After successful login, user (JDR / COS) has to select Registration fee or Stamp duty.

Refund Module

3.2 Physical Submission (Continued...)

**Department of Registration & Stamps**
Government of Maharashtra

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महाराष्ट्र शासन



Physical SubmissionSearch CaseTreasury BillOffline ▾Old Entry ▾Reports ▾Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Physical Submission

Stamp Duty Refund


☐ Search by Refund Token No. ☐ Search by Date ☒ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select		Amit D Mande	5000001	Data Entry Completed	20/10/2019
Select		Sid Dattatray Bhise	4444	Data Entry Completed	20/11/2019
Select		Amar Vasant Katkar	500	Data Entry Completed	20/11/2019
Select		Prasmita Vasant Katkar	1500	Data Entry Completed	20/11/2019


- On physical submission form, list of pending cases is displayed.

Refund Module

3.3 Physical Submission (Continued...)

**Department of Registration & Stamps**
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महाराष्ट्र शासन



Physical SubmissionSearch CaseTreasury BillOffline ▾Old Entry ▾Reports ▾Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Physical Submission

Stamp Duty Refund

☐ Search by Refund Token No. ☐ Search by Date ☒ Search by Amount


	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select		Amit D Mande	5000001	Data Entry Completed	20/10/2019
Select		Sid Dattatray Bhise	4444	Data Entry Completed	20/11/2019
Select		Amar Vasant Katkar	500	Data Entry Completed	20/11/2019
Select		Prasmita Vasant Katkar	1500	Data Entry Completed	20/11/2019

View DataAccept

- Click on View Data to view data entry of selected case, PDE will open on New Tab.
- Select the record from grid and click on accept for further processing.

Refund Module

3.4 Physical Submission (Continued...)

**Department of Registration**
Government of Maharashtra

localhost:51293 says
Do you want to accept application having Refund Token No.
2011201900004 with stamp amount ₹ 1500/-

OKCancel

नोंदणी व मुद्रांक विभाग
महाराष्ट्र शासन
Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Physical Submission

Stamp Duty Refund

Search by Refund Token No. Search by Date Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select		Amit D Mande	5000001	Data Entry Completed	20/10/2019
Select		Sid Dattatray Bhise	4444	Data Entry Completed	20/11/2019
Select		Amar Vasant Katkar	500	Data Entry Completed	20/11/2019
Select		Prasmita Vasant Katkar	1500	Data Entry Completed	20/11/2019

View DataAccept

- Confirmation message will appear after clicking on accept button as shown below.

Refund Module


3.5 Physical Submission (Continued...)

The screenshot displays the web interface of the Department of Registration & Stamps, Government of Maharashtra. The header includes the department's name in English and Marathi, along with the state emblem. A navigation bar contains links for 'Physical Submission', 'Search Case', 'Treasury Bill', 'Offline', 'Old Entry', 'Reports', and a 'Logout' button. The user's login details are shown as 'Login ID : JDRPUNE' and 'Designation : Collector of Stamp'. The main content area is titled 'Physical Submission' and features a 'Stamp Duty Refund' section. This section has three radio buttons for searching: 'Search by Refund Token No.' (selected), 'Search by Date', and 'Search by Amount'. A central white box with a green checkmark icon contains the message 'Application accepted With Case No:JDRPUNE/REF/00032/2019' and an 'OK' button.


- Case number is assigned for the accepted record as shown below

Refund Module

4.1 Search Case

**Department of Registration & Stamps**
Government of Maharashtra

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Physical Submission **Search Case** Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund
☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Scrutiny	21/11/2019

Query to Party

Sanction Claim

Reject Claim

View Status History

Upload Query Letter

Choose File Query_letter.pdf

Date Of Query

21/11/2019

Submit

- On search case page, cases which are accepted on Physical submission will be displayed.
- After selecting a case from grid, user (JDR / COS) can query to party, sanction the claim, Reject the claim or View History.
- To query to party, user (JDR / COS) needs to upload Query letter and enter date of query and submit the form.

Refund Module

4.2 Search Case (Continued...)

Department of Registration & Stamps
Government of Maharashtra

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महाराष्ट्र शासन

Physical Submission Search Case Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund

Search by Case No. Search by Refund Token No. Search by Date Search by Amount


Query Letter uploaded successfully.

OK


- On Clicking Submit Button Query Letter uploaded alert displayed as shown below.

Refund Module

4.3 Search Case (Continued...)

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महाराष्ट्र शासन



Physical Submission **Search Case** Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Raise query	21/11/2019

Acknowledge Query Reply

Query 2

View Status History

Upload Reply

Choose File Reply_letter.pdf

Date Of Reply

21/11/2019

Submit

- To Acknowledge Query Reply, user (JDR / COS) needs to Upload Query letter and enter date of reply and submit the form.

Refund Module

4.4 Search Case (Continued...)

Department of Registration & Stamps
Government of Maharashtra

नॉंदणी व मुद्रांक विभाग
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Physical Submission Search Case Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund

Search by Case No. Search by Refund Token No. Search by Date Search by Amount

Query reply uploaded successfully.


OK

Case Number	Action	Date
Select JDRPUNE/REF/000	Query reply to	20/11/2019


- On submitting the form Query Reply uploaded alert displayed as shown below.

Refund Module

4.5 Search Case (Continued...)

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महाराष्ट्र शासन



Physical Submission **Search Case** Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund
☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Scrutiny	21/11/2019

Query to Party

Sanction Claim

Reject Claim

View Status History

Upload Sanction Order Letter

Choose File Sanction_letter.pdf

Date Of Sanction Order

21/11/2019

Submit

- To Sanction Claim, user (JDR / COS) needs to Upload Sanction Order letter and enter date of Sanction and submit the form.

Refund Module


4.6 Search Case (Continued...)

The screenshot displays the web interface of the Department of Registration & Stamps, Government of Maharashtra. The header includes the department's name in English and Marathi, along with the state emblem. The navigation bar contains links for Physical Submission, Search Case (highlighted), Treasury Bill, Offline, Old Entry, Reports, and Logout. The user's login ID (JDRPUNE) and designation (Collector of Stamp) are shown in the top right. The main content area features a 'Search Case' tab with a 'Stamp Duty Refund' sub-tab. Below the sub-tab, there are radio buttons for searching by Case No., Refund Token No., Date, and Amount. A central modal box displays a green checkmark icon and the message 'Sanction order uploaded successfully.', with an 'OK' button at the bottom.


- On submitting the form Sanction Order uploaded alert displayed as shown below.

Refund Module

4.7 Search Case (Continued...)

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Physical Submission **Search Case** Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund
☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Scrutiny	21/11/2019

Query to Party

Sanction Claim

Reject Claim

View Status History

Upload Reject Order Letter

Choose File Reject_letter.pdf

Date Of Reject Order

21/11/2019

Submit

- To Reject Claim, user (JDR / COS) needs to Upload Reject Order letter and enter date of Reject Order and submit the form.

Refund Module

4.8 Search Case (Continued...)

The screenshot displays the 'Search Case' interface of the Department of Registration & Stamps, Government of Maharashtra. The header includes the department name in English and Marathi, along with the state emblem. The navigation bar contains links for Physical Submission, Search Case, Treasury Bill, Offline, Old Entry, Reports, and Logout. The user's login ID (JDRPUNE) and designation (Collector of Stamp) are shown in the top right. The main search area has a tab labeled 'Stamp Duty Refund' and search criteria: Search by Case No., Search by Refund Token No., Search by Date, and Search by Amount. A success message 'Reject order uploaded successfully.' is displayed with an OK button.

- On submitting the form Reject Order Uploaded alert displayed as shown below.

Refund Module

4.9 Search Case (Continued...)

The screenshot displays the 'Refund Status History' window and the 'Search Case' section of the Department of Registration & Stamps portal. The 'Refund Status History' window shows a table with the following data:

Case No	Action Date	Status	File Name
	20/11/2019	Data Entry Completed	
JDRPUNE/REF/00032/2019	21/11/2019	Case is under scrutiny with CoS	

The 'Search Case' section includes a 'Stamp Duty Refund' tab and search options: Search by Case No., Search by Refund Token No., Search by Date, and Search by Amount. Below the search options is a table with the following data:


	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Scrutiny	21/11/2019

At the bottom of the 'Search Case' section are four buttons: Query to Party, Sanction Claim, Reject Claim, and View Status History.


- To View Status History click on View Status History Button, Status History is displayed as shown below.
- User (JDR / COS) can view uploaded document on clicking View File OR download File button.

Refund Module

5.1 Treasury Bill

**Department of Registration & Stamps**
Government of Maharashtra

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महाराष्ट्र शासन



Physical Submission Search Case **Treasury Bill** Offline ▾ Old Entry ▾ Reports ▾ Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Treasury Bill

Stamp Duty Refund
☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Sanction the claim	21/11/2019

Date of Bill

21/11/2019

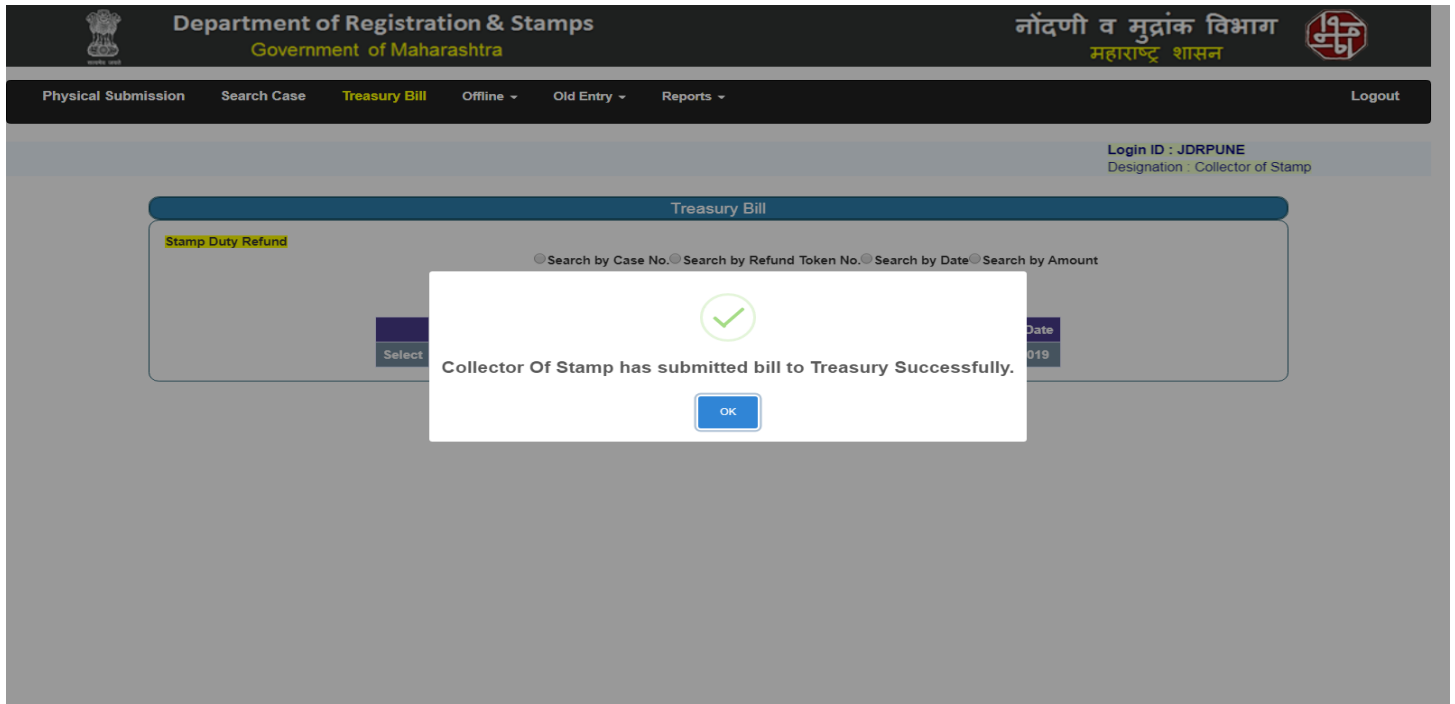
Bill No

Submission Bill

- To Submit Treasury Bill details, enter Date of Submission and Bill No and submit the form.

Refund Module


5.2 Treasury Bill (Continued...)




- After the Submission of Bill the following popup message is displayed as shown below.

Refund Module

5.3 Treasury Bill (Continued...)

**Department of Registration & Stamps**
Government of Maharashtra

नोंदणी व मुद्रांक विभाग
महाराष्ट्र शासन



Physical Submission Search Case **Treasury Bill** Offline ▾ Old Entry ▾ Reports ▾ Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Treasury Bill

Stamp Duty Refund
☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Submission of Bill	21/11/2019

Date of sanction

Sanction By Treasury

- To Sanction Treasury Bill, user needs to enter Date of Sanction and submit the form.

Refund Module


5.4 Treasury Bill (Continued...)

The screenshot displays the 'Treasury Bill' module interface. At the top, the header includes the Department of Registration & Stamps logo and name in English and Marathi, along with a 'Logout' button. Below the header, a navigation bar contains links for 'Physical Submission', 'Search Case', 'Treasury Bill' (highlighted), 'Offline', 'Old Entry', and 'Reports'. The main content area shows a 'Stamp Duty Refund' section with search filters: 'Search by Case No.', 'Search by Refund Token No.', 'Search by Date', and 'Search by Amount'. A table with columns 'Select', 'Case No.', 'Action Date', and 'Refund Amount' is partially visible. A central modal box with a green checkmark icon and the text 'Treasury has sanctioned the Bill Successfully.' with an 'OK' button is overlaid on the interface.


- After Sanction of Treasury Bill the Following popup message is displayed as shown below.

Refund Module

5.5 Treasury Bill (Continued...)

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Physical SubmissionSearch CaseTreasury BillOfflineOld EntryReportsLogout

Login ID : JDRPUNE
Designation : Collector of Stamp

Treasury Bill

Stamp Duty Refund

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	1500	Sanction by Treasury	21/11/2019

Date of cheque/transfer

21/11/2019

Cheque /Transfer Details

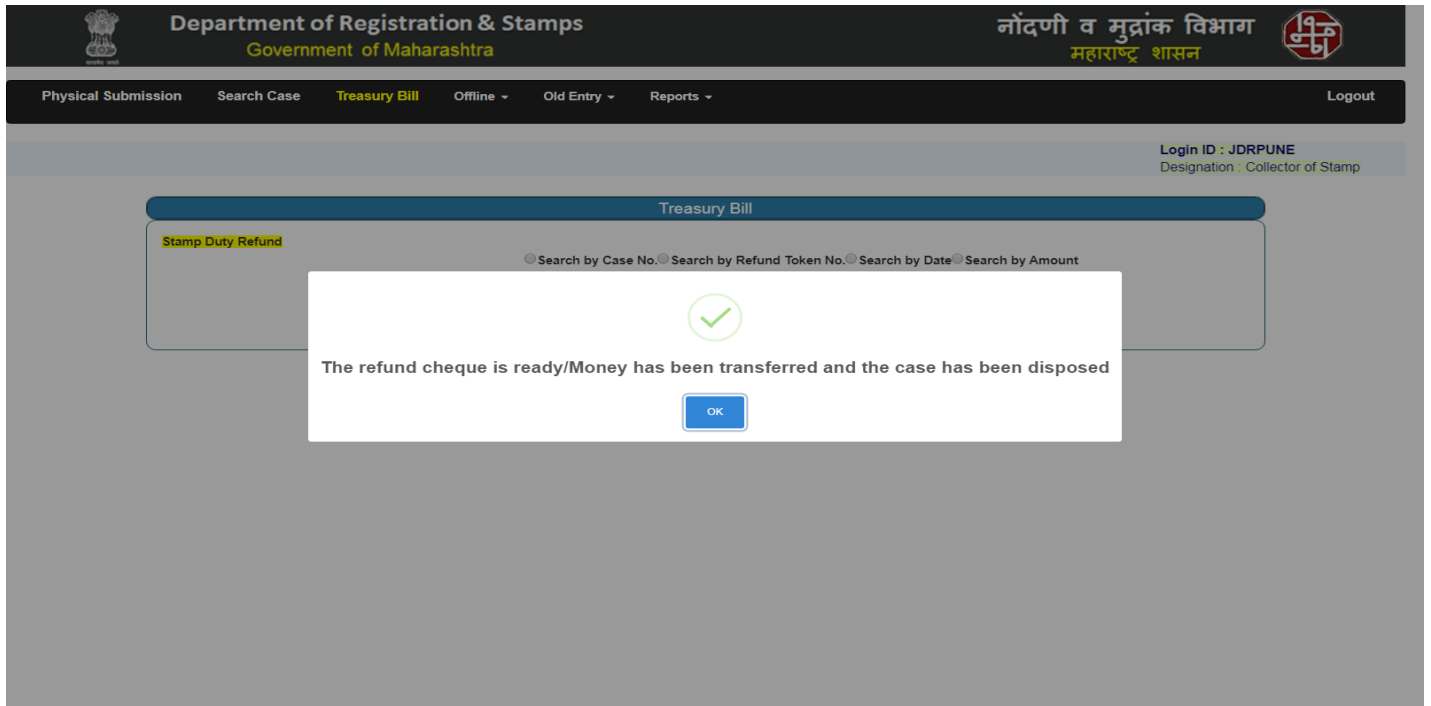
12323

Money Transferred

- To enter money transfer details, user needs to enter Date of Cheque/ Transfer and cheque/TransferDetails.

Refund Module

5.6 Treasury Bill (Continued...)



- After Clicking on Money Transferred the following Popup message is displayed as shown below.

Refund Module

6.1 Offline > Data entry

- JDR can do Public Data entry using this option.

6.2 Offline > Skip No.

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Physical Submission Search Case Treasury Bill **Offline** Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Manually Accepted Cases

Enter number of skipped cases **Proceed**


Case Number	Manually Accepted Date	Refund Code
JDRPUNE/REF/00033/2019	<input type="text" value="21/11/2019"/>	<input type="text" value="2111201900005"/>

Save


- JDR can enter skip case details.
- To enter skip case details, enter number skipped cases and click on Proceed button.
- After that enter
- manually accepted Date and Refund Code and click on save.

Refund Module

6.2 Offline > Acceptance

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Physical SubmissionSearch CaseTreasury BillOffline▼Old Entry▼Reports▼Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Manually Entry

Stamp Duty Refund

Enter Skipped case date Proceed


	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select		Amar Vasant Katkar	500	Data Entry Completed	20/11/2019

View DataAccept


- JDR can Accept manually entered case using this option.
- To accept the case select case from grid and click on accept button.

Refund Module

7.1 Search Case

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Physical Submission **Search Case** Treasury Bill Offline Old Entry Reports Logout

Login ID : JDRPUNE
Designation : Collector of Stamp

Search Case

Stamp Duty Refund
☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Last Action	Action Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Acknowledge the reply to query	21/11/2019

Query to Party

Forward to DIG

View Status History

Forward To:

Upload covering Letter:

Date Of Letter:

Submit

- JDR / COS can forward cases to DIG, which have stamp amount greater than Rs. 500000.
- To Forward to DIG, the user (JDR / COS) needs to upload covering letter and enter date of letter.

Refund Module


7.2 Search Case (Continued...)

The screenshot displays the web interface of the Department of Registration & Stamps, Government of Maharashtra. The header includes the department's name in English and Marathi, along with the state emblem. A navigation bar contains links for Physical Submission, Search Case, Treasury Bill, Offline, Old Entry, Reports, and Logout. The user's login ID (JDRPUNE) and designation (Collector of Stamp) are shown in the top right. The main content area is titled 'Search Case' and features a 'Stamp Duty Refund' section. Below this section, there are four radio buttons for searching by Case No., Refund Token No., Date, and Amount. A central popup message with a green checkmark icon states 'Application Forwarded to DIG.' and includes an 'OK' button.


- Popup message will appear after claim forward to DIG as shown below.

Refund Module

8.1 DIG Login – Home page

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[Home](#) [Reports](#) [Logout](#)

Login ID : DIGPUNE
Designation : Additional/Deputy Collector of Stamp

Search Case

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Submit to DIG/ACS	21/11/2019

[Acknowledge the case](#) [View Status History](#)

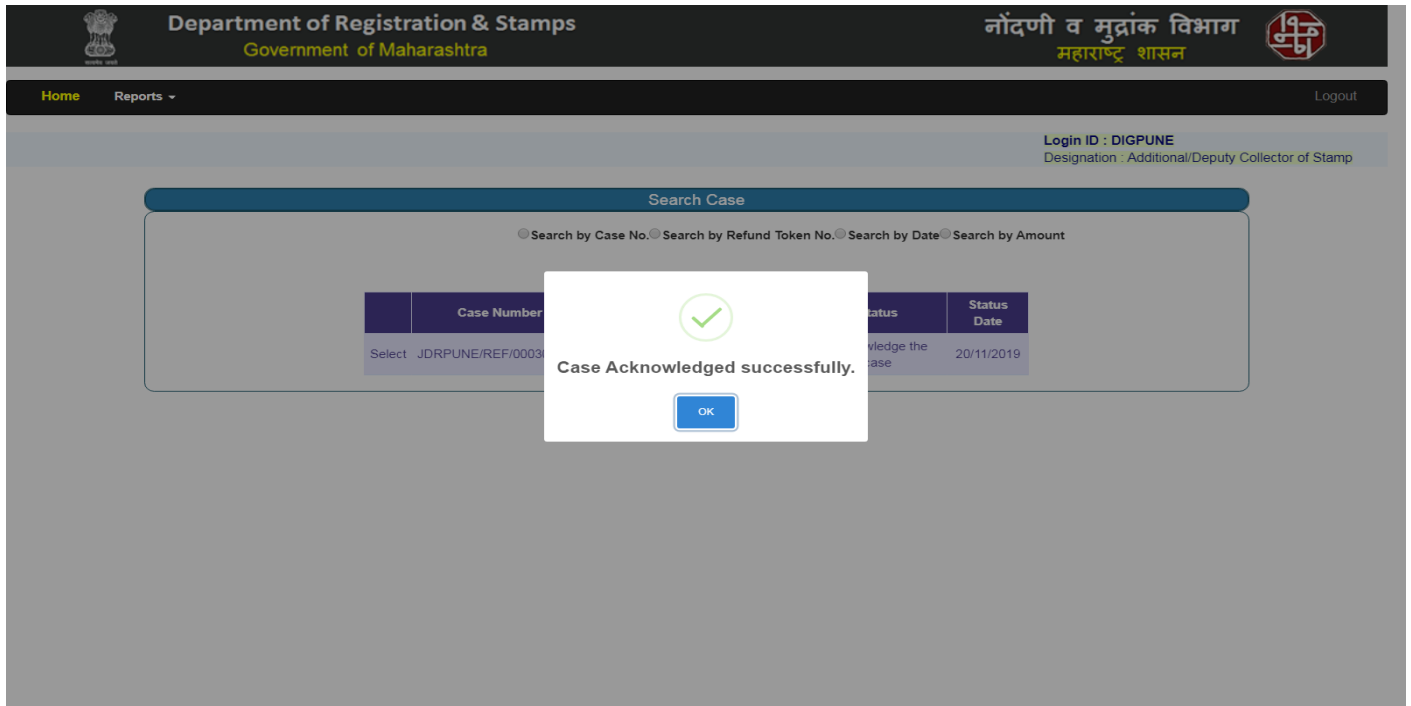
Date of Receipt

[Submit](#)

- Login to the application With DIG credentials.
- After successful login, DIG needs to acknowledge the case.
- To acknowledge the case select case from grid and click on Acknowledge the case button.
- Enter Date of receipt and submit the form.

Refund Module


8.2 DIG Login – Home page (Continued...)




- Popup message will appear after Acknowledge the Case by DIG as shown below.

Refund Module

8.3 DIG Login – Home Page (Continued...)

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Home Reports Logout

Login ID : DIGPUNE
Designation : Additional/Deputy Collector of Stamp

Search Case

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Acknowledge the case	21/11/2019

Query to JDR

Forward to IGR

View Status History

Forward To:

Collector Of Stamp Pune City

Upload Query Letter

Choose File Query_letter.pdf

Date of Query

21/11/2019

Submit

- DIG can Query to JDR, Forward to IGR, Sanction the claim, Reject the claim or View Status History.
- To Query to JDR, user (DIG) needs to Upload Query letter and enter date of Query and submit the form.

Refund Module

8.4 Sanction Claim

- Sanction Claim process is same as JDR please refer step no 4.5.


8.5 Reject Claim

- Reject Claim process is same as JDR please refer step no 4.7.


8.6 View Status History

- View Status History process is same as JDR please refer step no 4.9.

8.7 DIG Login – Home Page (Continued...)

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[Home](#) [Reports](#) [Logout](#)

Login ID : DIGPUNE
Designation : Additional/Deputy Collector of Stamp

Search Case

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Acknowledge the case	21/11/2019

Query to JDR

Forward to IGR

View Status History

Forward To:


Upload covering Letter

Date Of Letter


- To Forward to IGR, User (DIG) needs to upload Covering letter and Enter Date of letter and submit the Form.

Refund Module

9.1 IGR Login – Search Case

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Search Case Appeal Cases Reports Logout

Login ID : IGR
Designation : Inspector General of Stamps and Registration (IGR)

Search Case

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Submit to CCRA	21/11/2019

Acknowledge the case

View Status History

Date of Receipt


21/11/2019

Submit


- To acknowledge the case, the user (IGR) needs to enter the date of receipt and submit the form.

Refund Module

9.2 IGR Login - Search Case (Continued...)

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Search Case Appeal Cases Reports Logout

Login ID : IGR
Designation : Inspector General of Stamps and Registration (IGR)

Search Case

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Acknowledge the case (For CCRA)	21/11/2019

Query to DIG

Sanction Claim

Reject Claim

View Status History

Forward To:

Additional/Deputy Collector of Stamp Pune

Upload Query Letter

Choose File Query_letter.pdf

Date of Query

21/11/2019

Submit

- To Query to DIG, the user needs to upload query letter and date of query and submit the form.

9.3 Sanction Claim

- Sanction Claim process is same as JDR please refer step no 4.5.

9.4 Reject Claim


- Reject Claim process is same as JDR please refer step no 4.7.

9.5 View Status History


- View Status History process is same as JDR please refer step no 4.9.

Refund Module

10.1 Appeal Cases

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[Search Case](#) [Appeal Cases](#) [Reports](#) [Logout](#)

Login ID : IGR
Designation : Inspector General of Stamps and Registration (IGR)

Appeal Cases

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00030/2019	Prasmita Vasant Katkar	2000001	Rejection order in Appeal	20/11/2019
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Reject the claim	21/11/2019


Date of Appeal

Acknowledge the Appeal


- To acknowledge the appeal, the user (IGR) needs enter the date of appeal 5.

Refund Module

10.2 Appeal Cases

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[Search Case](#) [Appeal Cases](#) [Reports](#) [Logout](#)

Login ID : IGR
Designation : Inspector General of Stamps and Registration (IGR)

Appeal Cases

☐ Search by Case No. ☐ Search by Refund Token No. ☐ Search by Date ☐ Search by Amount

	Case Number	Applicant Name	Stamp Amt	Status	Status Date
Select	JDRPUNE/REF/00030/2019	Prasmita Vasant Katkar	2000001	Rejection order in Appeal	20/11/2019
Select	JDRPUNE/REF/00032/2019	Prasmita Vasant Katkar	5001000	Acknowledge the Appeal	21/11/2019


Upload order

Date of order

- To Reject Order in appeal and Sanction order in appeal, user (IGR) needs to upload letter and enter the date of order and submit the form.


Refund Module

10.3 Appeal Cases



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Search Case

Appeal Cases

Reports

Logout

Login ID : IGR
Designation : Inspector General of Stamps and Registration (IGR)

Appeal Cases

Search by Case No.

Search by Refund Token No.

Search by Date

Search by Amount

	Case No.	Status	Date
Select	JDRPUNE		20/11/2019

Sanction order in Appeal uploaded successfully.

OK

- Popup message will appear after Sanction the order in appeal as shown below.