

HIGH COURT OF ORISSA, CUTTACK

E-Payment of Court Fees through Online payment mode has been enabled for the High Court of Orissa and District Courts of Odisha on 05.04.2021.

- 1. ePay Portal- <u>https://pay.ecourts.gov.in</u>
- 2. Stock Holding portal <u>https://www.shcilestamp.com</u>

Payment can be made through Net-banking, Debit Cards and UPI mode. E-Payment of Court Fees is available on both the portals 24 X 7 anytime & from anywhere.



The E-Payment of Court Fees system has also been enabled through offline mode by offering the services through a dedicated Counter located at High Court premises for collection of e-Court Fees Receipts through direct Cash/Non-Cash payments and filling up of application Form.

DETAILED STANDARD OPERATING PROCEDURE FOR e-PAYMENT of COURT FEES FOR HIGH COURT & DISTRICT COURTS

Online process - Stockholding Portal:

Online e-Court Fee System involves three simple steps:

- 1. **Registration**: Client makes a one-time registration which can be used across all SHCIL online products available for that State.
- 2. **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
- 3. **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://www.orissahighcourt.nic.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

Introduction About U	US Download e-Registration e-Court Fees FAQ Contact L
Welcome to e-Stampi	ing website
Please select the state,	To access the e-stamping system,
to view the desired page.	click the button below.
States List	Secure Login
1	
	Online Payment
> Verify e-Stamp Certificate	
> Latest updates new	
Stamp duty Paymen	t - Issuance of New Shares for NCT of Delhi
	on : Internet Explorer versions 8 & 9, Mozilla Firefox 16 to 24.0, Google Chron

Fig. 1

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

INTRODUCTION :	Please select the User Type and click Secure Login button.
	Online Users -
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).	SECURE LOGIN
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.	Downloads
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.	Contacts
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.	



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

Sign In		:: Welcome New User	Frequently Asked Quest
User ID :		Please register to generate your User ID for acc assistance, please email us at onlinestamping	cess to the Online Payment System.For [at]slockholding[dot]com
Password :	Use Virtual KeyBoard	Register Now 🕨	ב
Verify Code :	JZVKNO		
Retype Verify Code:			
Product : Cou	urt Fee Payment		
Sign In	assword Resend Activation Link		

Fig. 3

	* Indicates that the field is manda
lser ID *	
assword *	
Confirm Password *	
lote:- This will be used for verificat	ion for Change/ Forgot Password
Security Question *	Choose a question
nawer *	
Jser Type *	C Corporate Individual / Proprietor Firm C Partnership Firm
irst Name *	
ast Name *	
Gender*	C Male C Female
lirth Date *	
'an No	
Occupation	
fobile No *	
orrespondence Address *	
in *	
elect State *	Select State
ote:- User ID and Password details	a will be mailed to this email ID
-Mail ID *	
0	y L p d Please enter the image text below
- La	ead this? Try another (**Letters are case-sensitive)
I accept all Terms and Condit	
ONLINE PAYMENT TERM	IS AND CONDITIONS
This name states the Terms and Co	nditions under which you (Visitor) may visit this Web site. Please read this page carefully. If you do
not accept the Terms and Conditio	ons stated here. we would request you to exit this site. You should visit this page periodically to re-
	70 P

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 <u>User ID Activation link.</u> You are required to visit the respective product site via <u>www.shcilestamp.com</u>
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

	No.		
elcome Anuradha Khatavka	ar [anuradha84]	Lest Login Time : 20-APR-2018 12:44:55 PM	<u>Home Change Prof</u>
Account Balance	:: e-Court Fee		
lake Payment			
Court Fee Generation	Online e-Court fee is now available a	at Madras High Court, Chennai and it's Bench at Madurai	
ew Transactions	Online e-court fee is available for Co	ommercial Court of Rajasthan,Jaipur.	
iow Psymonts efunds	Receipt Printing will only work in Mid Please do following steps to check o 1. If Java is not installed in your PC/s	system, kindly download the Java from <u>here.</u> your Browser, kindly check the guide for <u>How to enable java in browser</u> .	
	It is the responsibility of each online accessing the Online e-Court Fee s	user to properly manage their user accounts, user IDs and passwords for the ystem.	corresponding user ID for
	Welcome to e-Court Fee Online Mod	tule	
	A typical user may use following opti	ions :	

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 wishes to pay (from LOV), amount and the Payment mode (Net Banking/Debit Card) from LOV. Refer Fig.6

	X REL		
Welcome <mark>Anuradha Khatavkar</mark> [a	nuradha84]	Last Login Time : 20-APR-2018 12:44:55 PM Ho	ne <u>Change</u> P
Account Balance Make Payment e.Court Fee Generation View Transactions View Payments Refunds	All Debit cards (Visa, Ma transaction. Applicable taxes as per th Taxes may change subject		lory.
	Charges Applicable Total Amount to Pay	o o Initiale Payment Clear	

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

e Payment			* Indicates that the field is mandatory
ourt Fee Generation	Receipt Date	20-APR-2018	
w Transactions	Account Reference	Anuradha Khatavkar	
w Payments	Account Description	Online Payment	
unds	Select Location *	Select State 💌 * Please select location.	
	Account Balance	0	
	Name of Litigant *		
	Court Fee Amount *	0	

Fig.7

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

Online e-Court Fee Payn	nent System		Report Sections, Parmier's Section
Icome Ditin Jindal (diditinjindal)		Last lager free (16-105-105) to 25 an Am	Home Chancel Fullis Loosal
ccoast Balance	:: e-Court Fee Rece	P Message from webpage	
Court Fee Interation	Reprint Date	Are you sure you want to save the entry for amount 10 ? [Ten Rupees]	* Indicates that the field is manifally y
rw Traesactions ew Paymenta	Assount Reference Assount Description	Note - Amount of rupees 30 will be deducted from your Account Balance.	
	Salvet Location * Rame of Litigant * Account Balance	CK. Cancel	
	Eaut Fee Ansunt *	9	
		Submit Clear	
eccenter bunne			© Stock Holding Corporation of India Lit

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

Online e-Court Fee Paymen	t System			About Control Tournert Souther
Valcome Dittin Andal (dittingindal)			daarlagte The Id-dad-detd (137.54.44)	Harts Chatas Exific Leonal
Account Balance Nake Payment	:: Court Fee Recei	pt Details		
+Court Ree Generature View Transactions View Payments	Litigant Nerre Account Reference Count Fee UN	DITW JNDAL DITW JNDAL TSC12859015595038		
	Court Fee Amount	13		
			Prim Receipt	

Fig.9

Use the receipt in e-Filing or present the same at Filing Counters of Court concerned as Court Fees.

Court will deface/cancel the Court Fees so that it is not used elsewhere.

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

Online e-Court Fee Payment	System		About Crisics Paramet Series
ilcome Ditin Andal (diditinjindal)	Last Lager Tree	de aus dord in drige av	Harra (Chanas Fratilia Leonal
ocourt Balance	:: Court Fee Receipt Printing		
also Payment			
Court Fee exercitions	Printing Court Fee UW "TSCT2059013594330"		
lew Trassactions			
iew Payments			

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

evi Divisetti (u	(madevi]			Lesi	Login Time : 20-)	APR-2018 11:36:35	AM		Home Cha
e	:: Vie	we-Co	ourt Fee Transactio	ins					View History Tran
	List of I								
eration		Select	Transactions e-Court Fee Receipt	Name of Litigant	Location	Receipt Date	Amount	Status	Transaction Date
	1	С	CGCT2041D1800Q097	ABC		20-APR-18 16:00			20-APR-18 04:00
	2	C	CGCT15501713P619	AB	CHATTISGARH	15-SEP-17 15:13	1	Printed	15-SEP-17 03:13

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

come Ditin Andal (diditin(indal)				Last	Last Lagir Time - 35-302-3913 +132+13.4W				Harra Change Profile Les		
court Balance	:: View e-Court Fee Transactions							View History Transactions			
ake Payment Court Fee	List of Lest 10 Transactions										
neration	Sr No.	Select	e-Court Fee Receipt	Name of Lingson	Location	Receipt Date	Amount	Status	Transaction Date		
w Transactions	1	1	T5CT2059013694330	DITIN (HOAL	TEST STATE.	28-33-13 12:00	10	Printed	許認時時		
	Print Pressipt Report Receipt Re-printing of a receipt should be done within 12 focus from printing of the Rest receipt. As a-Court Sermorphical Blowed by the reprinted only three [1 a 3 Briese mity]. Only the lastine printing a Court Fear Incourt wild be valid. Re-printing of an a-court Briese three printing three reprint. weakt										

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

Welcome Anuradha Khatav	/kar [anuradha84]	Last Login Time : 20-APR-2018 03:55:02 PM
Account Balance	:: View Online Payment His	tory
Make Payment		
e-Court Fee Generation		* Ir
View Transactions	From Transaction Date *	C
View Payments	To Transaction Date *	C
Refunds		
		Check History Clear

Fig. 13

* * * * * * *