

Government of Jammu and Kashmir
Department of Law, Justice and Parliamentary Affairs,
Civil Secretariat, Srinagar.

Notification,
Srinagar, the 25th May, 2021.

S.O 185 .-In exercise of the powers conferred by sub-section (2) of section 26 of the Court Fees Act, 1870 (Act No. 7 of 1870), the Lieutenant Governor hereby makes the following rules; namely:-

1. **Short title and commencement:** (1) These rules may be called "The Jammu and Kashmir E-Court Fees Rules, 2021.
- (2) They shall come into force from the date of their publication in the official Gazette.

CHAPTER-I
DEFINITIONS

2. **Definitions:** - In these rules unless the context otherwise requires: -

(a) "**Act**" means the Court Fees Act, 1870 (Act No. 7 of 1870) as amended from time to time in its application to Union territory of Jammu and Kashmir;

(b) "**Agreement**" means the agreement executed between Appointing Authority and the Central Record Keeping Agency describing the terms and conditions of the appointment of the Central Record Keeping Agency;

(c) "**Appointing Authority**" means the Secretary to Government, Department of Law, Justice and Parliamentary;

(d) "**Approved Intermediary**" / "**Authorized Collection Centre**" / "**Authorized Stamping Centre**" shall mean and include an agent appointed by the Central Record Keeping Agency, with the approval of the Secretary to Government, Department of Law, Justice and Parliamentary or Licensed Stamp Vendor holding a valid License on the date of issuance of these rules to act as an intermediary between the Central Record Keeping Agency, and the court fees payer for collection of court fees; and for issuance of "e-court fees certificate";

(e) "**Central Record Keeping Agency**" means an agency appointed by the Appointing Authority for computerization of the payment of court fee through e-Stamping or similar software in the Union territory of Jammu and Kashmir or at such place(s) as the Appointing Authority may determine from time to time;

(f) "**Department**" means the Department of Law, Justice & PA, Government of Jammu and Kashmir;

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(g) "E-court fees" means an electronically generated impression on paper to denote the payment of court fees payable under the Court Fees Act, 1870 by Central Record Keeping Agency;

(h) "Government" means the Government of Union territory of Jammu and Kashmir;

(i) "Grievance Redressal Officer" means an Officer authorized by the Secretary to Government, Department of Law, Justice and Parliamentary; or an officer not below the rank of Additional District Judge authorized by the Registrar General of the High Court or the District Judge, as the case may be;

(j) "Union territory" means the Union territory of Jammu and Kashmir; and

(k) "Form" means a form appended to these rules.

Words and expressions not defined in these rules shall have the same meaning as assigned to them in the the Court Fees Act, 1870 (Act No. 7 of 1870) as amended from time to time in its application to Union territory of Jammu and Kashmir and Information Technology Act, 2000.

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CHAPTER-II Central Record Keeping Agency

3. **Eligibility for appointment as Central Record Keeping Agency (CRA):** -Any Public Financial Institution, Scheduled Bank, Body Corporate engaged in providing depository services appointed by Central Government or recognized by Government of Jammu and Kashmir or any body corporate where not less than 51 percent of equity capital is held by any of the entities mentioned above either solely or in consortium shall be eligible for appointment as Central Record Keeping Agency.
4. **Appointment of Central Record Keeping Agency.** -The Appointing Authority shall appoint by notification an agency to function as Central Record Keeping Agency for the Union territory or for the specified districts or place(s) in the Union territory from time to time, as the case may be, by adopting any of the following orders of preference namely: -

- (a) On the basis of recommendations, if any, of the Central Government regarding appointment of Central Record Keeping Agency, issued from time to time, and in case such recommendation is not available:

Provided that the Government agency appointed as Central Record Keeping Agency by the Government of Union territory of Jammu and Kashmir under e-stamping for non-judicial stamp papers may be appointed as Central Record Keeping Agency on similar terms and conditions.

- (b) By inviting technical and commercial/financial bids through a duly constituted expert selection committee, by the Appointing Authority.

5. Term of Appointment: - The term of appointment of the Central Record Keeping Agency shall be for five years or for such period as may be decided by the Appointing Authority.

6. Agreement, Undertaking and Indemnity Bond: -

- (1) The Central Record Keeping Agency shall execute an Agreement in FORM-1 appended to these rules:
(2) The terms and conditions of the Agreement in "FORM-1" may be modified by mutual consent of both the parties to it.
(3) The Central Record Keeping Agency shall also execute an "Undertaking and Indemnity Bond" in FORM-2.

7. Termination of appointment of Central Record Keeping Agency: -

- (1) The appointment of the Central Record Keeping Agency may be terminated by the Appointing Authority before the agreed term of appointment, on the ground (s) of any breach of obligation or terms of agreement or the provisions of the Act or rules or financial irregularity or for any other sufficient reason, as the case may be.
- (2) The decision to terminate the appointment under sub rule (1) shall be made: -
- (a) after the Central Record Keeping Agency has been given a three month(s) notice specifying the details of grounds for such termination; and
- (b) after the Central Record Keeping Agency has been given a reasonable opportunity of being heard.
- (3) If the ground, on which the Appointing Authority has decided to terminate the appointment, is such that it has caused loss of revenue to the Government, the Central Record Keeping Agency shall be bound to pay the entire amount of revenue loss in addition to such amount of penalty as may be imposed in accordance with Chapter IX of these rules.

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(4) On termination of appointment under this rule, the Central Record Keeping Agency shall transfer all the data generated during the period of appointment to the Government and shall not use or cause to be used the data generated for its business or for any other purpose.

8. Renewal of appointment: -

(1) The application for renewal of appointment shall be made to the Appointing Authority by the Central Record Keeping Agency at least three months prior to the expiry of the running term of appointment.

(2) The Appointing Authority may before making any inquiry or taking any decision on the application for renewal call for any information or record from the concerned offices of Central Record Keeping Agency or Authorized Collection Centre for the purpose of renewal of appointment.

(3) The Appointing Authority, if satisfied may renew the term of appointment made under rule 5 and a fresh agreement and undertaking-cum-Indemnity Bond shall be executed as per rule 6 with suitable amendments, if any.

(4) The Appointing Authority shall have the power to refuse the renewal of the term of appointment for reasons to be recorded in writing.

CHAPTER-III

Duties of the Central Record Keeping Agency

9. Duties of Central Record Keeping Agency: - The Central Record Keeping Agency shall be responsible for: -

(a) providing software infrastructure including its connectivity with the main server in consultation with the Appointing Authority, in specified districts or designated courts or at such other places in the Union territory, as may be specified from time to time by the Appointing Authority;

(b) providing training to the identified manpower / personnel of the Civil Courts and Courts of Sub-Registrar / District Registrars situated in the Union territory of Jammu and Kashmir, as may be specified by the Appointing Authority from time to time;

(c) facilitating selection of Authorized Collection Centres for collection of court fees and issuing e-court fees certificate;

(d) coordination between the Central Server / Authorized Collection Centres (banks, etc) and the officers of the Sub-Registrar, District Registrar, or any other office or place in the Union territory, as may be specified from time to time, by the Appointing Authority;

(e) collecting court fees and remitting it to the prescribed Head of Account of the Union territory in accordance with these rules;

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(f) preparing and providing various reports as required under these rules and as may be directed by the Appointing Authority from time to time;

(g) The Central Record Keeping Agency shall develop the required interfaces as may be mutually agreed upon between the Appointing Authority, Central Record Keeping Agency and the Court; and

(h) The Central Record Keeping Agency shall not provide, transfer or share without the written permission of the Appointing Authority any hardware, software or any other technology or details in respect of the e-court fees project undertaken by it in the Union territory to anybody other than the duly appointed Authorized Collection Centre.

10. Commission / Discount allowable to the Central Record Keeping Agency: -

(1) The Central Record Keeping Agency shall be entitled to such agreed percentage of discount / commission on the amount of Court Fees collected by Approved Intermediaries / Authorized Collection Centre, not exceeding 0.65 percent as may be specified in the terms of the agreement.

(2) The appointing authority may allow the discount / commission payable to Central Record Keeping Agency, and the same shall be exclusive of all the applicable taxes.

11. Specification of software to be used by Central Record Keeping Agency: -

The Central Record Keeping Agency, in consultation with the Appointing Authority, shall design; use such software, to indicate the following minimum details on the e-Court Fees certificate, and also for other requirements; namely: -

- (a) distinguished serial number / Unique Identification number of the e-Court Fees certificate so that it is not repeated or any other e-Court Fees certificate during the lifetime of the e-Court Fees System.
- (b) date and time of issue of the e-Court Fees certificate.
- (c) amount of Court Fees paid through the e-Court Fees certificate, in words and figures.
- (d) user-id of the official issuing e-Court Fees certificate.
- (e) code and location of the e-Court Fees certificate issuing branch of the Central Record Keeping Agency or Authorized Collection Centre / Approved Intermediary.
- (f) any other distinguishing mark of the e-Court Fees certificate e.g. bar code / security code.

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- (g) space for signature and seal of the e-Court Fees certificate issuing officer / authorized signatory of the Central Record Keeping Agency or Authorized Collection Centre / Approved Intermediary.
- (h) availability of facility in the office of Sub-Registrar / District Registrar to disable / lock the e-Court Fees certificate, to prevent the repeated use of any e-Court Fees certificate.
- (i) facility to cancel the spoiled / unused or not required for use e-Court Fees certificate.
- (j) providing for passwords and codes to the designated / authorized officials of the department to search and view any e-Court Fees certificate and to access Management Information System and Decision Support System reports.
- (k) availability of different transaction details and reports relating to e-Court Fees as mentioned in rule 44 on the website of the Central Record Keeping Agency which will be accessible to the officers designated / authorized by the Appointing Authority or Registrar General of High Court.
- (l) availability of details of the issued e-Court Fees certificate on the e-Court Fees server maintained by the Central Record Keeping Agency.


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CHAPTER-IV Authorized Collection Centres (ACCs)

12. **Appointment of Authorized Collection Centres or Approved Intermediary / Authorized Stamping Centre:** -The Central Record Keeping Agency shall appoint Authorized Collection Centres/ Approved Intermediaries / Authorized Stamping Centre, with the prior approval of the Appointing Authority, to act as an intermediary between the Central Record Keeping Agency and the Court Fees payer for collection of Court Fees duty and for issuing e-Court Fees certificate
13. **Eligibility for appointment of Authorized Collection Center:-** (1) Any Scheduled Bank, Financial Institution or Undertaking controlled by Central or Government of Jammu and Kashmir, Post Offices or such other agencies, Stamp Vendors as approved by the Appointing Authority shall be eligible for appointment as Authorized Collection Centre / Approved Intermediary / Authorized Stamping Centre.
- (2) An individual may also purchase e-court fee certificate online after registering on the website of the Central Record Keeping agency by one self or may prescribe it through an authorized agent.
14. **Central Record Keeping Agency to collect Court Fees:-** All the Offices/ Branches of the Central Record Keeping Agency or Authorized Collection Centres

authorized in this behalf by the Appointing Authority, shall be entitled to collect the amount of Court Fees from the Court Fees payer.

15. **Infrastructure:-** Approved Intermediaries / Authorized Collection Centers shall be equipped with the required computer systems, printers, internet connectivity and other related infrastructure which are necessary to implement the e-Court Fees system as specified by the Central Record Keeping Agency from time to time in consultation with the Appointing Authority.
16. **Cost of Infrastructure:-** The cost of providing equipment and infrastructure referred to in rule 15 shall be borne by the concerned Approved Intermediaries/Authorized Collection Centres/Central Record Keeping Agency, as the case may be.
17. **Government may specify Courts/ places to establish Counter:-** The Government of Jammu and Kashmir or the Registrar General of the High Court or Principal District Judge concerned as the case may be, may specify Court(s) /places to establish Counter for issuance of e-Court Certificate.
18. **Termination of agency of Authorized Collection Centre:-** The Appointing Authority may at any time, for reasons to be recorded in writing, direct the Central Record Keeping Agency to terminate the agency of any Authorized Collection Centre and the Central Record Keeping Agency shall be bound to follow the same.
19. **Minimum Value limit e-Court Certificate:-** The e-Court Fees Certificate may be issued only for amount exceeding Rs.5/- (Rupees Five only) or such other minimum amount as may be specified by the Appointing Authority from time to time.

CHAPTER-V

Remittance of the Court Fees to Government Account.

20. **Central Record Keeping Agency to remit the Court Fees (minus the prescribed commission) to Government account on next working day.-**(1) The Central Record Keeping Agency shall be responsible to remit the consolidated amount of Court Fees collected from its offices / branches and by its Authorized Collection Centres to head of account of court fees or any other notified head of account of the Government of Jammu and Kashmir, in the manner prescribed.
- (i) In case of court fees, collected by way of cash / Real Time Gross Settlement / Electronic Clearance System or any other mode of electronic transfer of funds, the Central Record Keeping Agency shall remit the consolidated amount of court fees (minus the prescribed commission) to the prescribed head of account of the Government, not later than the closing of the next working day, after the generation of e-court fees Certificate.
- (ii) In case of Court Fees, collected by way of pay order / Demand Draft, the Central Record Keeping Agency shall remit the consolidated amount of Court Fees (minus the prescribed commission) to the prescribed head of account of the

Government, not later than the closing of the second working day, after the generation of e-Court Fees Certificate.

(2) The method of remittance of the amount of Court Fees by the Central Record Keeping Agency to the prescribed head account of the Government will be through electronic clearing system, challan or otherwise as may be directed in writing by the Appointing Authority from time to time.

(3) The remittances referred to in this rule shall be made to the Government authorized Treasury Banks and the Central Record Keeping Agency shall maintain the daily account of such remittances in the Register as prescribed in "FORM-6".

CHAPTER-VI

Procedure for Issuance of e-court fees certificate.

21. **Application for e-court fees certificate:-** Any person paying court fees may approach any of the Approved Intermediaries, / Authorized Collection Centres and furnish the requisite details in prescribed Form i.e FORM-3 along with the payment of Court Fees amount, for getting the e-Court Fees certificate.
22. **Mode of Payment of Court Fees.-**(1) The payment for obtaining of e-court fees certificate may be made by means of Cash, Pay Order, Bank drafts, Electronic Clearing System, Real Time Gross Settlement, Net Banking, Credit Card, Debit Card or by any other mode of transferring funds as authorized by the Appointing Authority. However, in case of payment through Pay Order, Demand Draft, the same shall be subject to the clearance from the bank concerned.
- (2) The Authorized Collection Centre shall issue e-Court Fees certificate for the amount received through any of the modes of payments mentioned in sub-rule(1).
- (3) The Authorized Collection Centre / Central Record Keeping Agency shall keep a daily account of e-Court Fees certificates issued in a Register to be maintained by them as prescribed in "FORM-5".
23. **Issuance of e-court fees certificate.-**(1) The Licensed Stamp Vendor or the authorized official of the Approved Intermediary shall, on the payment made under rule 22, enter the requisite information and details as provided by the applicant in the application in "FORM-3" in the computer system, get the correctness of such entered details verified by the applicant, take his signature on the application as proof of verification, download the e-Court Fees certificate, take out its print, sign it with date and affix his official/authorized seal on the print-out, sign it and issue the e-Court Fees certificate to the applicant.
- (2) The ink to be used in the e-court fees certificate printer must be non-washable permanent black.
24. **Details of e-court fees certificate to be on website:** - The details of the issued e-Court Fees Certificate shall be made available on the e-Court Fees website

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maintained by the Central Record Keeping Agency and shall be accessible to any person authorized by the Appointing Authority in this behalf, including the Courts holding a valid User ID and password which shall be provided by the Central record Keeping Agency.

25. **Re-use of e-court fees certificate.**- (1) E-Court Fees Certificate used in a document shall not be used in any other document and shall appear on the face of the instrument, and a portion of the instrument shall be written below the e-Court Fees Certificate, so that it cannot be used or applied to any other instrument.

(2) A document not executed in compliance with sub-rule (1) shall be deemed to be unstamped and shall be dealt with under the provisions of the Act.

26. **Distinguished Unique Identification Number of the e-court fees certificate to be written on such page of the instrument:** - The distinguished Unique Identification number of the e-court fees certificate shall be written or printed at the top or centre of each page of the instrument.

27. **Verification and locking the details of e-Court Fees Certificate:**-The designated/authorized officials of the Court, shall verify the details of the e-Court Fees certificate used in an instrument by entering its Unique Identification Number in the computer system by accessing the relevant website of the Central Record Keeping Agency by using the code / password provided by the Central Record Keeping Agency and verify the details of the certificate with the details displayed on the system. After verifying the details, the Court, shall disable or lock the Unique Identification Number of the e-Court Fees certificate to prevent re-use of such e-Court Fees certificate.

CHAPTER-VII

Cancellation and Refund of E-court Fees

28. **Procedure for refund of spoiled / unused/ not required e-Court Fees certificate:**-(1) An application for refund of 'spoiled' or 'unused' or 'not required' e-Court Fees Certificate shall be made in "FORM-4" to the Officer authorized by the appointing authority within whose jurisdiction the e-Court Fees Certificate is required to be locked by the Court for use.

(2) On verification by accessing the website of the Central Record Keeping Agency, the Officer authorized shall cancel and lock the verified e-Court Fees Certificate and endorse "CANCELLED" on the original e-Court Fees Certificate with his signature and seal. The procedure for refund prescribed under Chapter V of the Court Fees Act, 1870 shall apply mutatis mutandis with such modification as are necessary.

(3) The Officer authorized shall maintain a record of such cancelled e-Court Fees Certificate in his office. The Government / Officer authorized may, on an application in the prescribed format (Form-4) refund the e-Court Fees certificates which are spoiled or misused, unused or not required for use, if satisfied as to the facts and circumstances of the case, and shall make allowance for such e-Court Fees certificates.

29. Officer authorized to cancel the e-Court Fees certificate and refund its amount.-

(1) The Officer authorized after such verification shall cancel the verified e-Court Fees certificate and endorse the fact of cancellation on the e-Court Fees certificate with his signature and seal and refund the amount as required in the said Act and disable or lock such e-Court Fees certificate. The procedure for refund prescribed under Chapter V of the Court Fees Act, 1870 shall apply mutatis mutandis with such modifications as are necessary.

(2) The Officer authorized shall maintain a record of such cancelled e-Court Fees Certificate(s) in his office and send the details of the same to the Commissioner of Stamps, in the first week of every month.

(3) The refund, if any, under sub-rule (1) shall be made by the Officer authorized only by means of refund order encashable at a treasury.

CHAPTER-VIII

Inspections, audit and appraisal of the performance of the system.

30. Who may Inspect.-(1) Officers authorized to inspect, any supervisory officer of the department or any private or public sector technical cum audit expert / agency duly authorized by the Appointing Authority in this behalf may inspect all or any of the branches / offices of the Central Record Keeping Agency and Approved Intermediaries / Authorized Collection Centre located within its jurisdiction as prescribed in the "Schedule of Inspections in "Annexure-1".

(2) The Appointing Authority may, however, at any time on receipt of a complaint or suo moto, direct any official of the department to inspect any branch / office of the Central Record Keeping Agency or Approved Intermediaries / Authorized Collection centres and to submit report, besides the regular Inspections mentioned in sub-rule (1).

(3) The Accountant General, Jammu and Kashmir may also conduct annual audit of the receipt and remittances made by the Central Record Keeping Agency.

31. Schedule of Inspections and Audit: -All or any of the branches / offices of the Central Record Keeping Agency and Approved Intermediaries may be inspected and audited, as far as possible, according to the schedule of Inspections referred to in rule 30.

32. Central Record keeping Agency / Authorized Collection Centre bound to provide information:- During such inspection, the inspecting officer or the expert / agency may require the officer in charge of such branch / office to provide any information on soft and / or hard copy of any electronic or digital record with regard to the collection and remittance of court fees duty relating to any period and the concerned Central Record Keeping Agency or Approved Intermediary shall be bound to provide such information.

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33. **Inspection Report:-**The inspecting officer shall within one week and the technical cum audit expert / agency shall within two weeks, from the date of inspection, submit its inspection report to the Appointing Authority.
34. **Appointing Authority to take appropriate action:** - The Appointing Authority on receipt of such inspection report may take appropriate action including imposition of penalty in accordance with Chapter IX of these rules and or termination of appointment of Central Record Keeping Agency or the Authorized Collection Centre if so warranted by the circumstances, after giving an opportunity of being heard.

CHAPTER-IX
Penalty for Omissions and Violations.

35. **Penalty for delay in remittance to Government account:** In case the Central Record Keeping Agency fails to remit the amount of court fees collected within the period as stipulated in rule 20, the Central Record Keeping Agency shall be liable, as specified in the terms of the agreement “(FORM-1) entered into between the Appointing Authority and the Central Record Keeping Agency, to pay along with the collected amount of Court Fees, an interest amount calculated @ 12% per annum on the amount of Court Fees so collected, for the period of delay in day(s). Any part of day will be treated as one day for the purpose of such calculation.
36. **Resolution of disputes and place for resolving disputes:** - (1) The Central Record Keeping Agency shall be given a reasonable opportunity of being heard to explain any delay in remitting the court fees and the consequent liability to pay penalty under rule 35.
- (2) If the Appointing Authority is satisfied that the delay in remittance was caused by an event of force majeure, he may waive the penalty stipulated in rule 35 either fully or partially.
- (3) In case of any dispute on any issue, the decision of the Appointing Authority shall be final and the place for resolving such disputes shall be at Srinagar / Jammu.

CHAPTER X
Arbitration, Public Grievance & Redressal System.

37. **Grievance Redressal Officer.-(1)** The Appointing Authority may designate any Officer not below the rank of Assistant Legal Remembrancer of the Department of Law, Justice and PA to be Grievance Redressal Officer to enquire into the complaints received against the misconduct or irregularities of the Central Record Keeping Agency or its Authorized Collection Centres or any other official related with the implementation of the e-Court Fees system.
- (2) These Grievance Redressal Officer(s) will be allocated specified districts / places for entertaining the complaints.

(3) The Registrar General of the High Court or the District Judge as the case may be, will designate an officer not below the rank of Additional District Judge called "Grievance Redressal Officer" to look and enquire into the complaints received against the misconduct or irregularities of the officials of the Court related with the implementation of these rules.

38. **Complaint to Grievance Redressal Officer:-** Any person, who has any grievance against the services of the Central Record Keeping Agency or any of its Authorized Collection Centre or any other official related with the implementation of these rules, may make a complaint to the concerned Grievance Redressal Officer.
39. **Opportunity of being heard:** - The Grievance Redressal Officer will conduct, a fair enquiry with regard to such complaints, by giving an opportunity of being heard to the parties concerned, and redress the grievance suitably; and submit the enquiry report to the Appointing Authority/ Registrar General of the High Court/District Judge, as the case may be.
40. **Appropriate action on enquiry report:-** (1) On the basis of the enquiry report, the Appointing Authority may take appropriate action under these rules against the Central Record Keeping Agency / Authorized Collection Centre or may make suitable recommendation to the employer of the concerned official for taking appropriate action.

(2) On the basis of enquiry report, the Registrar General of the High Court or the District Judge, as the case may be shall take appropriate action against the officials of the Court.

CHAPTER – XI

Management Information System (MIS) /Decision Support System (DSS).

41. **Central Record Keeping Agency to furnish reports to the Department:** The Central Record Keeping Agency shall provide login ID and password to the Appointing Authority and the Registrar General of High Court and to any or all such officers as they may direct in this regard, for online access of the required information report in the E-Court Fees System. The Central Record Keeping Agency shall be responsible to furnish the following information/reports to Appointing Authority/Registrar General of the High Court and to any other Officers specified in this behalf by them:-

i) **Audit trail Report:** - Tracking of all system based actions performed by users of branches / offices of the Central Record Keeping Agency and the Authorized Collection Centres, pertaining to any specified day or period;

ii) **Payment Reports:** - Total collection report of all branches / offices of the Central Record Keeping Agency and Authorized Collection Centres pertaining to any specified day or period;

iii) **Disabled (Locked) e-Court Fees Certificate report:-** Disabled (Locked) e-Court Fees Certificate report relating to all or any of the Courts where this system is in force, pertaining to any specified day or period.

iv) **Remittance Reports:** - The daily, weekly, fortnightly and monthly or desired period details of the remittances made by the Central Record Keeping Agency into the Government account pertaining to any specified day or period.

vi) **Report of cancelled e-Court Fees Certificate** relating to any period of all the districts.

vii) Any other report or information as may be required by the Appointing Authority from time to time.

By Order of the Lieutenant Governor

Sd/-

(Achal Sethi)

Secretary to Government,
Department of Law, Justice & PA.

No.LAW-SL/3/2021-10

Dated:25.05.2021

Copy to the:-

1. Learned Advocate General, J&K Srinagar.
2. Financial Commissioner, Finance Department
3. Principal Secretary to Government, Revenue Department.
4. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
5. Registrar General, J&K High Court, Srinagar.
6. Principal Secretary to Hon'ble Chief Justice, J&K High Court, Srinagar.
7. All Principal & District Sessions Judge _____
8. Commissioner, State Taxes Department.
9. Director Litigation, Kashmir/Jammu.
10. General Manager, Government Press, Srinagar for necessary action.
11. Pvt. Secretary to Chief Secretary.
12. Pvt. Secretary to Secretary to Government Department of Law, Justice and Parliamentary Affairs.
13. S.O. Section.
14. Incharge website.
15. Concerned file.



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(Khursheed Ahmad Bhat)
Additional Secretary to Government.

Annexure

Annexure-1- Schedule of Audit and Inspections-(See Rule 30).

Appendix

Forms under these rules:-

1. FORM-1-Agreement with Central Record Keeping Agency-(see rule 6)
2. FORM-2-Undertaking-cum-Indemnity Bond by Central Record Keeping Agency-(see rule 6)
3. FORM-3-Application for e-Court Fee Certificate (see rule 21)
4. FORM-4-Application for refund of Court Fee (see rule 28).
5. FORM-5-Register regarding daily postings of applications for e-Court Fee Certificates and e-Court Fee Certificates issued, to be maintained by the authorized Collection center / Central Record Keeping Agency. (See Rule 22 (3)).
6. FORM-6-Register regarding daily Court Fee collected and remitted to Government; to be maintained by the Central Record Keeping Agency (See Rule 20 (3)).

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Annexure-1

SCHEDULE OF INSPECTIONS AND AUDIT OF THE CENTRAL RECORD KEEPING AGENCY AND THE AUTHORIZED COLLECTION CENTRES

S. No.

Name of the authority / Agency

Jurisdiction

Frequency of Inspection

Points of Inspection

Whom to submit the report

01. Officer Authorized.

Within the Registration Division

Monthly

Shall verify the collection made by the Central Record Keeping Agency / Authorized Collection Centers and the e-Court Fee certificate issued.

Appointing Authority

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Technical and Financial Expert / Agency

Whole of the Union territory

Quarterly

Shall verify;

1) The overall collections made by the Central Record Keeping Agency / the Authorized Collections Centers and verify the same with the remittance made by Central Record Keeping Agency to the Government Account;

2) The Technical working and fairness of accounting of the e-stamping system.

Appointing Authority

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FORM-1
Agreement

THIS AGREEMENT is entered on this _____ day of _____
20_____.

BETWEEN

The Lieutenant Governor of the Union territory of Jammu and Kashmir represented by Secretary to Government, Department of Law, Justice and Parliamentary having its office at Civil Secretariat, Jammu/Srinagar, (hereinafter referred to as "Union territory Jammu & Kashmir" of the One Part.

AND

_____ having their office at _____
through Shri _____ (hereinafter called
_____ which expression shall include its successors and assigns) of the
Other Part.

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"The Union territory of Jammu & Kashmir" and _____ are together referred
to as the "the Parties" and either of them as "the Party".

WHEREAS, after due bidding process _____ was selected to act as Central Record Keeping Agency (CRA) by Government of J&K for the **Computerized Court Fee Administration System** and to devise a mechanism of electronic method of collection of Court Fee.

AND WHEREAS the Government of India Ministry of Finance, Department of Economic affairs in the said letter also authorized CRA to under various services in Union territory against a payment @ 0.65% of the value of stamps duty collected through e-Court Fee mechanism.

AND WHEREAS Government of Jammu and Kashmir vide Government Order No. _____ dated _____ approved switching over to e-court fee in the Union territory of Jammu and Kashmir and also appointment of _____ to function as Central Record Keeping Agency.

And whereas the Union territory Government has appointed, and authorized CRA to
be _____

for the proposed computerized court fee administration system in the Union territory on the terms and conditions specified in this agreement.

AND WHEREAS, CRA will develop a system which will permit the payment of court fee through Approved Intermediaries i.e Authorized Collection Centres (ACCs).

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS

1. APPOINTMENT OF _____ AS CRA:-

1. The Union territory hereby appoints _____ as its exclusive authorized CRA to undertake the following activities:-
- i. Creating need based infrastructure, hardware and software and connectivity for facilitating its operations on the e-court fee project;
 - ii. Creating need based webpage/ software for providing e-court fee certificates through online mode also;
 - iii. To facilitate selection of Approved Intermediaries for the e-court fee administration system and collection of court fee;
 - iv. To act as a coordinator between the office of the Registrar General of High Court / Appointing Authority, Officer(s) authorized, offices of the Sub-Registrar and District Registrars and Approved Intermediaries;
 - v. Collection of money and generation of e-court fee certificate through the computer system;
 - vi. Effecting remittance to the Union territory after reconciliation of account;
2. The parties may by mutual consent in writing modify or withdraw any of the scope of appointment or effect any changes therein depending upon the exigencies of business.

2. TERRITORY

Territory covered under this Agreement will be:

In the first place cities of Jammu and Srinagar and upon the success of the two cities, it will be finally in phased manner in the entire Union territory of Jammu and Kashmir, to be decided by Union territory Government from time to time.

3. APPOINTMENT OF APPROVED INTERMEDIARIES / AUTHORIZED COLLECTION CENTRES (ACCs).

3.1. CRA shall appoint Approved Intermediaries / ACCs on such terms as decided by CRA with prior approval of the Union territory Government.

3.2. Amongst the Approved Intermediaries, the ACCs could preferably be financial Institution, Insurance Companies, Banks, Post Offices, Bar Council of the Union territory, Registered Law Firms, Regional Council for Chartered Accountants, Khidmat Centres, Stamp Vendors as approved by the Appointing Authority, Undertaking controlled by Central or Union territory Government or any such agencies as approved by the Appointing Authority, for the purpose of collection of court fee.

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3.3. All the offices of CRA in the Union territory on need base will also do the collection of court fee for which no separate approval will be necessary from the Union territory Government.

3.4. All such Approved Intermediaries shall be equipped with the required computer, laser printers, Internet connectivity and other regular infrastructure to implement the e-court fee system. The cost of providing such equipment will be borne by the concerned Approved Intermediaries.

3.5. All such Approved Intermediaries will access the main server through Internet by using a User ID and a confidential password. This User ID and Password will be allotted by CRA. This password shall be kept confidential and the concerned Approved Intermediaries will be required to change it immediately after its allotment to maintain the confidentiality.

3.6. Approved Intermediaries will enter the requisite information and details in the system and download e-court fees certificate with the Unique Identification Number (UIN) which will be attached to the document. The details of the e-court fees certificate will be available on the e-court fee server.

3.7. In providing the services under this agreement, the Union territory in consultation with CRA may make rules or issue guidelines regarding the appointment & other terms and conditions for the approved intermediaries.

4. FEES

1. For the above services to be provided by CRA, CRA shall be entitled from the Union territory fee of 0.65% of the value of court fee collected through e-court fee administration system. This amount shall be net of any taxes & other statutory levies that may be imposed at any time or from time to time for the collections through e-stamping mechanism. CRA will deduct this 0.65% towards fees from the court fee collection prior to remitting the balance amount in Union territory treasury or designated banks.
2. CRA / Approved Intermediaries shall be entitled to collect from the user of the system such charges as may be decided jointly by Union territory & CRA for the stationery used for aforesaid purpose of e-Stamping.
3. All present or future levies including service tax or any Central or Union territory levy, if any on the court fee collection activity, leviable now or in future shall be to the account of Union territory of Jammu and Kashmir wherever by virtue of any law such liability accrues on the activity of Government on account of CRA wherever such liability accrues on the activity of CRA by virtue of any law of Union territory or Centre.

5. MODE OF PAYMENT

- 5.1 The proposed system will allow both collection and transfer of court fee paid.
- 5.2. The above remittance shall be affected only to the designated account of the Government through bank transfer or such other mode as may be decided in writing by the parties from time to time.

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5.3. CRA shall be responsible for payment to the Government for the amounts which are only collected towards the download of e-court fee certificates. Such payment shall be made to the designated account of the Union territory Government within a period not exceeding one working day. On the implementation and availability of cyber treasury system CRA shall transfer the collection of court fees to designated Government account through cyber treasury minus commission of CRA.

5.4. The cut off time for the court fees collected shall be till 12.00 midnight of the transaction date.

5.5. CRA undertakes that in case, it fails to remit the amount of court fees collected within the specified period, the CRA shall be liable to pay, along with the court fee collected, an interest amount calculated @ 12.00% per annum on the amount of court fee so collected for the period of delay in day(s). Any part of a day will be treated as one day for the purpose of such calculation.

6. PROPOSED SYSTEM:

6.1 CRA should make an arrangement so that Appointing Authority, Officer Authorized, District Registrar / Sub-Registrar, Government offices or public can verify the genuineness of an e-court fee certificate issued by CRA from the website.

6.2. The parties will work with an objective to gradually do away with the present system of purchase of Judicial stamp papers and franking (if any) once the e-court fee under the proposed system is implemented within reasonable time.

7. COMPATIBILITY WITH THE REGISTRATION SYSTEM

7.1. The office of the Registrar General of High Court, Sub-Registrar / District Registrar, Appointing Authority, Officer Authorized and such other persons or officers as the Union territory may authorize, will have an access to the central server through internet. Proper Internet connectivity will be set up by such offices.

7.2. The authorized officers (as mentioned in 7.1 above) of the Union territory will have access to the central server through internet using user ID and Password issued by CRA. After login, such authorized offices will be able to view the stamped certificates by accessing the central server.

7.3. The designated/ authorized officers, prior to registration of documents shall ensure that the prescribed amount of court fee on the documents has been paid for the transaction to be registered prior to presentation of documents. The designated/ authorized officers by logging into the Central Server through user ID and Password shall lock the court fee certificate on the presentation of documents for registration.

8. **HARDWARE REQUIREMENTS:** The use of e-Court Fee Administration System will warrant the use of requisite operating system and laser printers specified by CRA with proper internet connectivity, laser printers, barcode readers or any other Hardware Infrastructure should meet the specifications of CRA and which may be subject to change without any advance intimation.

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9. GENERAL OBLIGATIONS:

9.1 All payments for court fees made and received from all clients and / or Approved Intermediaries shall be recorded on a day-to-day basis by CRA and in turn reported to the Union territory in such form as maybe determined in mutual consultation between the Union territory and CRA.

9.2. The Union territory shall set up and provide tables that will enable the Approved Intermediaries or the client who is liable to pay court fees to ascertain the exact amount of court fee that is payable on a particular instrument. Further, the Union territory will also provide the necessary information with respect to the amount of the court fee to be paid for the documents, pertaining to immovable properties. However, determination of the payable court fee by the designated/ authorized officers, only, shall be treated correct at the time of the Registration. Such information will be updated by the Government as per the Court Fees Act,1870 and rules and regulations framed there under. CRA will not be responsible for correctness of such information.

9.3 The Union territory will be able to re-access the data through internet by using user ID and Password.

9.4. CRA shall enable Union territory to extract the MIS from the data captured on the e-SS via internet.

9.5. The requirement of the MIS will be crystallized and mutually agreed. However, in case if the Union territory desires any information where CRA has to incur additional expenses _____. The Union territory will provide any changes to the master lists to CRA for updation of the information in e-court fee system from time to time.

9.6. It will be the responsibility of the office of the designated/ authorized officers, Sub-Registrar / District Registrar and such other officers as the Union territory to check about the authenticity of the e-court fee certificate and adequacy of the court fee paid.

10. TRAINING OF THE PERSONNEL AT THE REGISTRAR'S OFFICES AND OF THE UNION TERRITORY

10.1. CRA shall provide suitable and adequate training, to such of the Government personnel as the Government may nominate, on a train-the-trainer mode, on the operation and the use of the system.

10.2. The training provided at the premises of the Union territory by CRA will be free of cost for the first time to the candidates suggested by the Union territory, which may be up to ten officials.

10.3. CRA may assume that the trainees have the required skills and knowledge pre-requisites to follow the training on the application.

10.4. The training for the system shall be conducted at the place to be decided by CRA. CRA shall provide one trainer to conduct the training over a maximum period of one (1) day. For the avoidance of doubt, if any, the Government shall be responsible for arranging and providing all the necessary facilities (except for the first time), equipment and premises required for conducting the training and the travel, accommodation and subsistence expenses for training.

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10.5. At periodic intervals to be mutually decided by CRA and the Union territory, CRA shall provide additional training on any up-gradation, modification to the system. CRA may also provide refreshers courses to the various participants at the request of the Union territory. It is reiterated that all training expenses shall be borne by the Union territory, except for the first time as mentioned in clause 10.4

10.6. Any training to the Approved Intermediary or end user shall be charged separately to the Approved Intermediary by CRA.

11. TERM

11.1 This Agreement shall be initially for a period of 5 years from the effective date referred below and thereafter it shall be renewed in mutual consultation between the parties. The Union territory will be at liberty to take over the operation of the e-court fee system after the initial period of 5 years if they so choose and / or may retain the services of CRA for a further period based on mutual agreement.

11.2. On the takeover of the operation of e-court fee by the Union territory, CRA will be required to transfer only the data available to the Government. It will, however, not provide any projections, statistical analysis or anything whatsoever in this regard.

11.3. CRA will not provide any Hardware, Software or any other technical details with respect to the e-court fee project undertaken by it. However, in case the Union territory desires, that CRA should provide hardware, software or any other technical details, it will be as per charges / services fees to be decided on mutually agreed terms.

12. EFFECTIVE DATE:

The agreement shall be effective from the date of issuance of necessary instruction regarding court fees certificates issued through the Computerized Court Fee system by the Union territory. The period of five years shall be calculated from the date of start up of the operation and generation of first e-Court Fee Certificate in the Union territory.

13. EXCLUSIVITY:

The appointment of CRA as the CRA for the Union territory shall be exclusive and Union territory will not appoint any other CRA for e-Court Fee system during the period of this agreement.

14. FIRST RIGHT OF REFUSAL:

In the event of the Union territory decides / avail the services / facilities of e-Court Fee system, after the five years tenure, for part or whole of the Union territory from any other domestic or international agency, CRA shall have the first right of refusal in respect of offering e-Court Fee system and related services to the Union territory.

15. GOVERNMENT RESPONSIBILITY:

The Government shall be responsible for providing on timely basis all information, decision making and approvals under its control and resources required at the Courts/ offices of Sub-Registrar which may be reasonably

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required from time to time for the performance of this agreement. The Government acknowledges that any delay by the Government to provide such information, decision-making and approvals may result in delays in implementing the agreement.

16. FORCE MAJEURE:

16.1 Neither party shall be liable or responsible for failure or delay in the observance or performance or its obligation, hereunder, if it is prevented from discharging its obligations due to any cause arising out or related to circumstances which shall include but not be limited to:

i) Acts of Gods, Lightning strikes, floods, storms, explosion, fires and any natural disaster;

ii) Acts of war, acts of public enemies, terrorism, riots, labour strikes, lock-outs or other industrial action, civil commotion, malicious damage, break down of systems, sabotage or the like.

iii) Actions on the part of a Government or other authority which interfere with a Party's ability to meet its obligations under this Agreement including embargoes, prohibitions or similar actions;

iv) Any order from a competent court either temporarily or permanently preventing either Party from performing its obligations / discharging its responsibilities.

v) Any other circumstances beyond the Control of CRA and which, in the absence of this clause, will operate to frustrate the Agreement.

vi) CRA shall take all possible measures to prevent hacking. However, in the unfortunate event of hacking taking place. CRA shall be responsible for payment of actual revenues loss by way of court fee paid towards any document arising out of hacking.

16.2 If by reason of force majeure either party is delayed or prevented from complying with its obligation under this agreement the delayed party shall immediately give notice to the other party with an estimate date by which the contingency will be removed.

16.3 To the extent that the delayed party is or has been delayed or prevented by force majeure from complying with its obligations under this Agreement, the other party shall suspend the performance of its obligations until the contingency is removed.

16.4 If the contingency cannot be removed permanently or if a contingency results in delay extending beyond 3 months this Agreement upon notice by either party shall be terminated and the parties shall be relieved of their future contractual obligations, except to the rights to which they may be entitled to a settlement and final accounting.

17. TERMINATION

17.1 The appointment of the Central Record Keeping Agency shall be terminated by the Appointing Authority before the stipulated period on the ground(s) of any breach of any of the obligations or terms of agreement or

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provisions of these rules or the Act or financial irregularity or for any other sufficient reason, as the case may be.

17.2. Union territory Government shall be able to terminate this agreement by giving three months cure notice to the CRA specifying the breach committed by it. If such breach is not rectified within the said period of three months, this agreement will come to an end. However, this termination will not affect the obligations of the CRA up to the date of effective termination.

17.3. On termination of appointment under this clause, the Central Record Keeping Agency shall transfer all the data generated during the period of appointment to the Government. After the termination of the appointment of the Central Record Keeping agency, it shall not use or cause to be used the data generated during the period of appointment for its business or any other purpose whatsoever.

18. ARBITRATION

18.1 The parties shall amicably settle all / any disputes arising out of this agreement. In case the disputes are not resolved amicably, the matter shall be referred to Minister/Advisor In charge, Department of Law, Justice and Parliamentary Affairs Department who shall be the sole arbitrator in the matter. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to such proceedings.

18.2. The venue of arbitration shall be Srinagar / Jammu and the language of arbitration shall be English and Urdu.

IN WITNESS WHEREOF the parties have executed this Agreement on the day and year first hereinabove written.

SIGNED, SEALED AND DELIVERED

By

Through the

SIGNED, SEALED AND DELIVERED]

By

Through the.....]

Shri

It's Authorized Official.]

Both in the presence of:

i.

ii

Handwritten signature and initials.

FORM-2

(To be executed by the CRA on non-judicial stamp paper of Rs. 100)

Undertaking cum Indemnity Bond

This Indemnity Bond is made and executed at _____ (place) on this _____ day of (month) _____ 20_____ by Shri _____ S/o _____ R/o _____ (official designation in the CRA) as Authorized signatory for on behalf _____ (name of the Company) appointed as CRA.....) having its registered office at _____ (complete address of the CRA) hereinafter referred to as the Central Record Keeping Agency or CRA (which expression shall unless repugnant to the context or meaning thereof shall mean and include their representatives, assigns, heirs, etc.)

In favour of the CCRA (in Jammu & Kashmir) Kashmir / Jammu hereinafter referred to as the Appointing Authority, (which expression shall unless repugnant to the context or meaning thereof shall mean and include Government of Jammu & Kashmir and its duly authorized representative).

Whereas

2. The CRA has been appointed by the Union territory to act as "Central Record Keeping Agency" and has thus been authorized by the Government for computerization of Court Fee Administration system in the Union territory to issue e-Court Fee Certificates to denote the payment of court fee under the Court Fee Act, 1870 (Act No. 7 of 1870) by the public to the Government through its branches / offices and the authorized Collection Centers (called ACCs) located in the Union territory.
3. And the CRA has agreed to fulfill all the conditions as required by the law, and also to undertake and keep indemnified the government against all or any losses suffered by the Government due to any mishandling misconduct, negligence or any irregularity of any kind whatsoever caused by the CRA or its ACCs.
4. And the CRA has agreed to the obedience and observance of terms and conditions that are prescribed in the Jammu & Kashmir E-Court Fee Rules, 2021 (hereinafter called the rules") and other orders issued by the Government or the Department under these rules.
5. The CRA to fulfill the aforesaid requirement and in order to undertake and indemnify the Government, is executing this presents as follows:-
6. **NOW THEREFORE THIS DEED OF UNDERTAKING CUM INDEMNITY BOND WITNESSETH AS FOLLOWS:-**
 - a. The CRA hereby undertakes that the e-Court Fee centers (the branches / offices of the CRA and its duly appointed ACCs) shall be available for Inspection at all reasonable times by any of the officials mentioned in rule 30 of the rules or any officer authorized by the appointing Authority / CCRA in this behalf without notice. The

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CRA also undertakes not to change or increase the ACCs without prior permission in writing of the Appointing Authority / CCRA.

- b. The CRA undertakes to provide on demand to any inspecting officer, as mentioned in clause (a), any information on soft and / or hard copy of any electronic or digital record related to the collection and remittance of Stamps duty relating to any time period or any other related information under rules without unreasonable delay,
- c. The CRA undertakes to abide by the terms and conditions as may be prescribed by the Appointing Authority CCRA from time to time as to the implementation of the rules,
- d. The Central Record Keeping Agency shall be responsible to remit the consolidated amount of court fee collected by its offices / branches and by its Authorized Collection Centers to "_____ "Judicial" head of account or any other notified head of account of the Union territory, in the manner prescribed hereunder.
- i. In case of court fee collected by way of cash / Real Time Gross _____ (RTGS / Electronic Clearance System (ECS) or any other mode of electronic transfer of funds, the Central Record Keeping Agency shall remit the consolidated amount of court fee (minus , the prescribed commission) to the prescribed head of account of the Union territory, not later than the closing of the next working day, after the day of collection of the amount of court fee.
- ii. In case of court fee, collected by way of Pay Order (P.O) / Demand Draft (D.D) the Central Record Keeping Agency shall remit the consolidated amount of court fee (minus, the prescribed commission) to the prescribed head of account of the Union territory, not later than the closing of the second working day, after the day of collection of the amount of court fee.
- iii. The CRA undertakes that in case it fails to remit the amount of court fee within the period as stipulated in rule 20 of the rules. the CRA shall be liable to pay, along with the collected amount of court fee, an interest calculated @ 12.00% per annum for the period of delay in day(s). Any part of a day will be treated as one day for the purpose of such calculation.
- iv. The CRA shall be responsible to furnish the information reports, as provided in these rules, to the Appointing Authority and to any or all such other officers as he may direct.
- v. The CRA undertakes that any of its employees or the employees of its ACCs directly or indirectly will not misuse or cause to be misused the authorization to collect Court Fee for the Union territory by issue of e-court fee certificates.
- vi. The CRA hereby undertakes to keep the Appointing Authority / CCRA, always indemnified against all or any of the losses or any third party risk arising out of any mishandling, misconduct, negligence or any irregularity of any kind whatsoever caused by the CRA or its ACCs.

IN WITNESS WHEREOF the CRA has this Undertaking cum Indemnity Bond on the day and year first hereinabove written

SIGNED, SEALED AND DELIVERED]

By Shri _____

As Authorized Signatory for and on behalf of

(Name of the company appointed as CRA _____]

In the presence of:

i. Signature

Name _____]

Official Designation _____]

Address _____]

ii. Signature

Name _____]

Official Designation _____]

Address _____]

Paul

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FORM-3

e-Court fee Application Form

To be filled by the client

Name of the Litigant(s)			Mobile No.
e-Court fee amount		Type of payment	() Cash () Cheque () DD () Pay Order () NEFT () RTGS () Account to Account Transfer () Net banking () Debit Card () Credit Card ()
Details of cash/cheque/DD/PO/RTGS/NEFT/Funds Transfer Account No. Netbanking () Debit Card () Credit Card			Date.
Bank with Branch Name			
Signature of the applicant			

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Receipt

Name of the Litigant(s)			Mobile No.
e-Court fee amount		Type of payment	() cash () Cheque () DD () Pay Order () NEFT () RTGS () Account to Account Transfer Net banking () Debit Card () Credit Card ()
Details of cash/cheque/DD/PO/RTGS/NEFT/Funds Transfer Account No. Netbanking () Debit Card () Credit Card ()			Date.
Bank with Branch Name			
Signature of the authorized signatory of ACC			

This original receipt has to be produced and surrendered to collect the e-court fee Receipt, wherever applicable.

FORM - 4

Application for Cancellation and Refund of e-Court Fee Certificate

ACC

ACC Id.

Application Date

/ /20

Details of the E-Court Fee Certificate presented for Cancellation and Refund

e-Court Fee Certificate Number:

Date of Issue of the Certificate:

Details of Purchaser / Authorized Person

Name & Address of the Purchaser with Phone No.

Name & Address of the Authorized Person (if any) with Phone No.

In case an authorized person in presenting the refund application on behalf of the e-Court Fee purchaser, this application must be accompanied with authorization from the purchaser (executed on a Rs. 20 non-judicial stamp paper). Duly witnessed and attested by Notary Public.

Court Fee Payment Details

E-Court Fee Certificate Purchased by

Court Fee Amount Rs:

E-Court Fee Certificate No:

Date:

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The information stated above is true to the best of my knowledge and belief.

Date:

Signature of the Purchaser/

Authorized Person of the Certificate

Report of the Officer Authorized

The details of the e-Court Fee certificate have been verified from the system. The said certificate has not been disabling in the data base of e-court fee certificate. The certificate of verification has been endorsed on the said certificate also. Refund of the amount of court fee mentioned in the certificate is recommended.

Sign & Seal of the Authorized Signatory.....

For Use of the office of the Officer Authorized

Report of the Stamp Clerk:

Order of the Officer Authorized regarding refund:

Sign & Seal
Officer Authorized

FORM-5

Register regarding daily postings of applications for e-Court Fee Certificate and e-Court Fee Certificates

Issued (to be maintained by the ACC / CRA)

S. No.

Date

Name of the Purchaser / Authorized Person

Amount of Court Fee paid by way of Cash / DD / PO, Any other

E-Court Fee Certificate No. and Date

Signature of Purchaser or Authorized Person

1

2

3

4

5

6

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FORM-6

Register/Report regarding the daily Court Fee collected and remitted to Government to be maintained by CRA

Sr No.

Date

Name of CRA

Total No. of e-Court Fee Certificates Issued

Amount of Court Fee Collected

Amount deducted by CRA as Discount/commission on the Court Fee Collected

CGST

SGST/UGST

Previous amount of balance for remittance(Amount as shown at immediate previous entry in column 12)

Total Amount for remittance

Amount remitted to Govt. Account

Closing Balance

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12


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