By e-mail

Government of Odisha

Board of Revenue, Odisha, Cuttack

(Rajaswa Bhawan, Chandini Chowk, Cuttack-2 : e-mail : igr@odisha.gov.in)

(Registration Wing)

No. IX- 68/2021 2426 /Regn. Date 02.06.2023

From

Shri Jyotiprakash Das, IAS
Inspector General of Registration,
Odisha, Cuttack

To

All Collectors.

Sub: Cancellation and Refund of Auto locked e-Stamp Certificate.

Sir,

With reference to the above cited subject, I am to state that as you are aware, Stock Holding Corporation of India Ltd (SHCIL) a Central Record Keeping Agency (CRA) have been issuing e-Stamping Certificate for compulsory/optionally registrable documents. They have their presence in the state since 2016. As per the statutory requirement the District Collector is the Competent Authority to cancel and refund the "spoiled"/ unused/ not required for use, e-Stamp Certificate i.e. as per e-Stamping rules 2015 Chapter-VI (Rules-31 & 32) read with provisions of Section 49 to 55 of Chapter-V of the said Act.

Now, in order to serve genuine requirements of the citizens for "cancellation and Refund" matter, suitable revised circular is sent herewith alongwith a detailed process flow which may be followed for refund of e-Stamp fees.

Yours faithfully,

02/06/2023

Inspector General of Registration,
Odisha, Cuttack

Memo No. 2427 Date. 02.06.2023

Copy forwarded to all the ADM-cum-DRs/ All the Registering Officers of the state for information and necessary action.

02/06/2023

Inspector General of Registration,
Odisha, Cuttack

Memo No. 2428 Date. 02.06.2023

Copy forwarded to the Area Manager, e-Stamping, Odisha for information and necessary action.

02/06/2023

Inspector General of Registration,
Odisha, Cuttack

PROCESS FLOW FOR E-STAMP CANCELLATION AND REFUND

1-Client requests for cancellation along with Form-7,Original e-stamp certificate, Cyber Treasury Challan,Pan copy,Aaadhar copy, Cancelled cheque & Bank Pass Book.

2-Authorsied Official logs in to the e-stamping system through web site www.shcilestamp.com using user id & password.

3-Authorised Official will verify the e-stamp certificate & check the status of the certificate.
If the status is **locked**, cancellation of e-stamp certificate cannot be done.

If the status is **not locked** than e-stamp cancellation can be done.

If the status of e-stamp certificate is **Auto Locked** the registration status of the Auto locked e-stamp certificate is to be confirmed from the e-registration system of the respective District Registration Office. If the e-stamp certificate is not used in the e-registration system the cancellation and refund of the Auto locked e-stamp certificate can be done.

4-After verification of e-stamp certificate Authorised Official will enter the details in the field of e-stamping cancellation system.

5-After submitting all the data e-stamp cancellation report will be generated which will be affixed with the Form-7(Seal and signed by the competent Authority),Original e-stamp certificate, Cyber Treasury Challan,Pan copy,Aaadhar copy, Cancelled cheque & Bank Pass Book.

6-After e-stamp cancellation the refund will be applied in FORM NO **O.T.C-39** by filling up the entire relevant field. The Head of account created for e-stamping is **0030-02-102-0101-01063.**

7-Original O.T.C-39 along with the copy of Cyber Treasury challan,Form-7, e-stamp certificate, Pan copy,Aaadhar copy, Cancelled cheque & Bank Pass Book will be sent to the Cyber Treasury Officer ,Directorate Of Treasuries & Inspection, Bhubaneswar, Odisha for credit confirmation.

8-On confirmation from the Cyber Treasury Officer, Directorate Of Treasuries & Inspection, Bhubaneswar, Odisha the refund bill (O.T.C-39) along with the refund sanction order issued by the competent Authority will be submitted to the Treasury under the respective jurisdiction for thereafter action.