

Chhattisgarh E-Court Fees Rules, 2015

CHHATTISGARH

India

Chhattisgarh E-Court Fees Rules, 2015

Rule CHHATTISGARH-E-COURT-FEES-RULES-2015 of 2015

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Chhattisgarh E-Court Fees Rules, 2015 Published vide Notification No. 11708/4148/XXI-B/C.G./15, dated 10.12.2015 Last Updated 20th September, 2019 Notification No. 11708/4148/XXI-B/C.G./15. - In exercise of the powers conferred by Section 27, 34 read with Section 26 of the Court Fees Act, 1870 (No. 7 of 1870) and with the concurrence of the Chief Justice of the High Court of Chhattisgarh, the State Government, hereby, makes the following rules relating to payment of Court Fees by means of E-Court Fees Certificates, namely :-Chapter-1 Preliminary

1. Short title, extent and commencement.

(1) These rules may be called the Chhattisgarh E-Court Fees Rules, 2015. (2) These rules shall be applicable to the whole State of Chhattisgarh. (3) These rules shall come into force from the date of its publication in the Official Gazette.

2. Definitions.

(1) In these rules, unless the context otherwise requires, -(a) "Act" means the Court Fees Act, 1870 (No. 7 of 1870), as amended from time to time, in its application to the State of Chhattisgarh; (b) "Agreement" means the agreement executed between the Appointing Authority and the Central Record keeping Agency describing the terms and conditions of appointment of the Central Record keeping Agency; (c) "Appointing Authority" means the Inspector General of Registration appointed under Section 3 of the Registration Act, 1908 (No. 16 of 1908) or Superintendent of Stamps; (d) "Approved Intermediaries" means the Central Record keeping Agency and the Authorised Collection Centre (ACC) including all its offices and branches as nominated with the prior approval of the Appointing Authority to act as an intermediary between the Government and the Court Fees payer for collection of Court Fees under these rules; (e) "Authorised Collection Center" means an agent appointed by the Central Record keeping Agency, with the prior approval of Appointing Authority, to act as an intermediary between the Central Record keeping Agency and the Court Fees payer for collection of Court Fees; (f) "Central Record Keeping Agency" means an agency

appointed by the Appointing Authority for computerization of Court Fees Administration System in the State or at such places as the Appointing Authority may determine from time to time;(g)"Collector" means the Collector as defined under clause (9) of Section 2 of the Indian Stamp Act, 1899 (No. 2 of 1899);(h)"Court Fees" means Court Fees payable under the Act and any other law for the time being in force;(i)"Department" means the Government of Chhattisgarh, Commercial Tax (Registration) Department;(j)"Document" for the purpose of these rules means such document which requires payment of court fees under the Act;(k)"E-Court Fees Certificate" means Distinguished Unique Identification Number (DUIN) electronically generated on certificate to denote the payment of Court Fees;(l)"Form" means form appended to these rules;(m)"Government" means the Government of Chhattisgarh;(n)"Grievance Redressal Officer" means an officer of the department, not below the rank of District Registrar (Collector of Stamps) authorised by the Superintendent of Stamps or an officer not below the rank of Additional District Judge authorised by the Registrar General of the High Court or the District Judge, as the case may be;(o)"Superintendent of Stamps" means the Inspector General of Registration appointed under Section 3 of the Registration Act, 1908 (No. 16 of 1908) and performing the functions of the Superintendent of Stamps;(2) Words and expression used herein but not defined in these rules shall have the same meaning as respectively assigned to them in the Court Fees Act, 1870 (No. 7 of 1870) in its application to the State of Chhattisgarh and the Information Technology Act, 2000 (No. 21 of 2000).Chapter-II Central Record-Keeping Agency

3. Eligibility criteria for appointment of Central Record Keeping Agency.

- Any Public Financial Institution, Indian Scheduled Bank, Body Corporate engaged in providing depository services or any body corporate where not less than 51 percent of equity capital is held by any of the entities mentioned above either individually or in consortium shall be eligible for appointment as Central Record keeping Agency.

4. Appointment of Central Record Keeping Agency.

- The Appointing Authority shall select and appoint on contract basis a suitable agency to function as Central Record keeping Agency for the State to implement the Computerization of Court Fees Administration System in specified places of the State as declared by him from time to time, by adopting any of the measures mentioned below,-(a)on the basis of recommendations (if any) of the Central Government regarding appointment of Central Record Keeping Agency, issued from time to time; or(b)by inviting technical and commercial bids through a duly constituted Expert Selection Committee.

5. Term of appointment.

- The term of the Central Record keeping Agency shall be five years.

6. Central Record Keeping Agency to execute agreement, undertaking and indemnity bond.

(1)The Central Record keeping Agency appointed under rule 4 shall enter into an Agreement with the Appointing Authority.(2)Terms and conditions of the agreement may be modified by mutual consent of both the parties.(3)The Central Record keeping Agency, along with the Agreement referred to in sub-rule (1), shall execute an Undertaking and Indemnity Bond in favour of the Appointing Authority.

7. Termination of appointment of Central Record Keeping Agency.

(1)Notwithstanding the provisions of rule 5, the appointment of the Central Record keeping Agency may be terminated earlier on the ground of breach of obligation or terms of agreement or provisions of these rules or the Act, financial irregularity or for any other sufficient reason.(2)Appointment of the Central Record keeping Agency shall be terminated only after,-(a)having been given a three months show-cause notice specifying the grounds under sub-rule (1); and(b)having been given a reasonable opportunity of being heard;(c)the explanation offered by the Central Record keeping Agency has not been found to be satisfactory; or(d)if the Central Record keeping Agency in case of breach of obligation, fails to cure the breach within three months period from the date of such show-cause notice.(3)If the basis on which the Appointing Authority has decided to terminate the appointment is such that it has also caused loss of revenue to the State, then the Central Record keeping Agency shall be bound to compensate the complete amount of revenue loss in addition to such amount of penalty as may be imposed by the authority.(4)The amount of penalty that may be imposed under sub-rule (3) shall not exceed twice the amount of loss of revenue.(5)On termination of appointment under this rule, the Central Record keeping Agency shall transfer all data generated during the period of appointment to the Government/Appointing Authority and it shall not use or cause to be used the data generated during the period of appointment for its business or for any other purpose.

8. Renewal of appointment of Central Record Keeping Agency.

(1)The application for renewal of appointment of the Central Record keeping Agency will be made to the Appointing Authority at least three months before the expiry of the running term of appointment.(2)The Appointing Authority may, before taking decision on the application for renewal of the appointment of the Central Record keeping Agency, call for any information or record from the department or the Central Record keeping Agency or the Authorised Collection Centers or any other person or body.(3)On being satisfied about the suitability of renewal, the Appointing Authority may renew the term of appointment.(4)If the Appointing Authority decides to renew the appointment, a fresh Agreement, Undertaking and Indemnity Bond referred to in rule 6 shall be executed with suitable amendments, if any.(5)The Appointing Authority may for reasons to be recorded in writing refuse the renewal of the term of appointment.
Chapter-III Duties of the Central Record Keeping Agency

9. Duties of Central Record Keeping Agency.

(1)The Central Record keeping Agency shall be responsible for,-(a)Creating need based infrastructure, hardware and software in designated places in consultation with the Appointing Authority and its connectivity with its main server;(b)Creating need based software in designated Courts, and at authorised collection centers (the point of contact for payment of Court Fees), within the State in such places as specified from time to time by the Appointing Authority;(c)Providing suitable and adequate training for operation and use the system to the personnel of Department/Courts as may be specified from time to time by the Appointing Authority;(d)Facilitating in selection of Authorised Collection Centers for collection of Court Fees and issuing of e-Court Fees Certificates;(e)Coordinate between the central server of Central Record keeping Agency, Authorised Collection Centers, offices of Courts, Supervisory and Controlling Officers/Courts and any other offices or places as may be specified by the Appointing Authority;(f)To Collect Court Fees in accordance with these rules and remitting it in the proper Head of Account of the State as directed from time to time by the Appointing Authority;(g)Preparing and providing various reports as required under these rules and as directed by the High Court of Judicature at Bilaspur and as required by the Appointing Authority from time to time;(h)It shall be the duty of the Central Record keeping Agency to develop the required interfaces as may be mutually agreed upon between the Appointing Authority, Central Record Keeping Agency and Court.(2)(a)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 State to any body other than the duly appointed Authorised Collection Centers.(b)Deploy the E-Court Fees application software after getting the security audit conducted by agency empowered by the Government. The security audit shall also be required whenever there is any change in the E-Court Fees application software subsequently.(c)Maintain the logs of all the activities on the server dedicated for E-Court Fees under guidelines of Indian Computer Emergency Response Team "CERT" on regular basis.

10. Commission/discount allowable to the Central Record Keeping Agency.

(1)The Central Record keeping Agency shall be entitled to such Commission on the amount of E-Court Fees collected as may be notified by the Government in the Gazette from time to time.(2)Commission payable to the Central Record keeping Agency shall be subject to the conditions specified in rule 20.

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

(1)The Central Record keeping Agency shall have to design and use such software in such a manner that the following minimum details are shown on the E-Court Fees certificate, namely :-
(a)Distinguished Unique Identification Number of the Certificate so that it is not repeated on any other certificate during the lifetime of the E-Court Fees system;(b)date and time of issue;(c)amount of Court Fees paid through the certificate in words and figures;(d)in case of e-Court Fees certificate above ninety nine rupees, name of the litigant;(e)location code of the issuing branch or the Approved Intermediary; and(f)any other distinguishing mark on the certificate e.g. bar code etc. if

any.(2)The software to be used by the Central Record keeping Agency shall also provide for,-(a)facility to Courts/Designated Officials to lock the E-Court Fees certificate used in a document to be produced before the court;(b)facility to concerned authorities/officials under these rules to cancel spoiled, unused or not required E-Court Fees certificate;(c)necessary user ID, Passwords and codes to be used by the designated officials of the court to search, access and view any E-Court Fees certificate and to access Management Information System. The Central Record keeping Agency shall provide these ID, passwords and codes to the concerned authorities/officials under these rules or the courts as directed by the Appointing Authority;(d)availability of details of issued E-Court Fees certificate on the E-Court Fees server maintained by the Central Record keeping Agency; and(e)availability of the different transaction details and reports relating to E-Court Fees on the website of the Central Record keeping Agency which will be accessible to the officers mentioned in clause (c) of sub-rule (2).Chapter-IV Authorised Collection Centres

12. Appointment of Authorised Collection Center/Approved Intermediary.

- The Central Record keeping Agency may appoint agent(s), hereinafter called Authorised Collection Centers, with prior approval of the Government, to act as an intermediary between the Central Record keeping Agency and Court Fees payer for collection of Court Fees. The service charges or commission or fee etc. payable to Authorised Collection Centers shall be paid by the Central Record keeping Agency at their own level as mutually agreed between them.

13. Eligibility criteria for appointment of Authorised Collection Centre.

- Any scheduled bank, any financial institution or undertaking controlled by the Reserve Bank of India or the Financial Institution, undertaking controlled by the Government, or the Post Office or any such other agency as approved by the Appointing Authority shall be eligible for appointment as Authorised Collection Centre.

14. Branches of Central Record Keeping Agency also to collect E-Court Fees.

- All the offices/branches of the Central Record keeping Agency in specified places of the State, as declared by Appointing Authority from time to time, shall also be entitled to collect the payment of Court Fees for which separate approval from the Appointing Authority under rule 12 shall not be required.

15. Infrastructure.

- All such Approved Intermediaries shall be equipped with the required computers, printers, internet connectivity and other related infrastructure, which is necessary to implement the E-Court Fees system as specified by the Central Record keeping Agency from time to time.

16. Cost of Infrastructure.

- The cost of providing equipment and infrastructure referred to in rule 15 shall be borne by the concerned Approved Intermediaries.

17. State may specify Courts/Places to establish counter.

- The State may specify Courts/Places to establish counters for issue of E-Court Fees Certificate by notification in the Official Gazette.

18. Termination of agency of Authorised Collection Centre.

- The Appointing Authority may at any time for reasons to be recorded in writing advise the Central Record keeping Agency to terminate the agency of any Authorised Collection Centers and the Central Record keeping Agency shall on such advice after giving an opportunity of being heard and for reasons to be recorded in writing terminate the appointment of such agency.

19. Minimum Value of E-Court Fees Certificate.

(1)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.(2)The limit referred to in sub-rule (1) shall not apply to issue of E-Court Fees Certificate for payment of additional Court Fees under rule 28.Chapter-V Permittance of the Court Fees to Government Account

20. The Court Fees to be remitted in the Government account and commission payable to the Central Record Keeping Agency.

(1)The Central Record keeping Agency shall reconcile and remit the consolidated amount of Court Fees collected by its own offices and branches or through Authorised Collection Centers, in the appropriate head "0030 Stamp and Registration (Judicial), 101-Sales of Stamps, - Receipt from e-Court Fees" of accounts of treasury in the manner prescribed hereunder,-(a)The amount shall be emitted not later than the closure of business hours of next two working days from the date of such collection of Court Fees or within such period as may be prescribed in the agreement;(b)the method of remittance of the amount of Court Fees by the Central Record keeping Agency to the head account of the State shall be through Electronic Clearing System (ECS) or online Banking Fund Transfer or Challan or otherwise as may be directed in writing by the Appointing Authority from time to time;(c)the remittance referred to in this rule shall be made to the Government Treasury or the Authorised Banks(s) and the Central Record keeping Agency shall maintain the daily account of such remittance in the Register as specified in Form as may be prescribed by the Appointing Authority.(2)(i)The Central Record keeping Agency shall be paid commission on the basis of the consolidated receipt statement submitted by it either on a monthly or bimonthly basis as may be determined, from time to time by the Government or in accordance with the agreement;(ii)The

commission shall be paid under this sub-rule after deduction of Income Tax at source and the Central Record keeping Agency shall also be liable to pay other taxes as applicable to it under Central or State Acts for the time being force. Chapter-VI Procedure for issue of E-Court Fees Certificate

21. Application for E-Court Fees Certificate.

- The person desiring to pay Court Fees shall make an application in Form-1 along with the payment of Court Fees amount to any of the Authorised Collection Centres/Approved Intermediaries or at any branch of the Central Record keeping Agency with the requisite details for getting the E-Court Fees Certificate.

22. Mode of payment of Court Fees.

- The payment of amount of Court Fees shall be made by means of cash, cheque, bank draft, Electronic Clearing System, Real Time Gross Settlement or any other mode of transferring funds as directed by the Appointing Authority.

23. Issue of E-Court Fees Certificate.

(1)The Authorised person of the Authorised Collection Centers/Approved Intermediary/any branch of the Central Record keeping Agency shall issue the E-Court Fees Certificate.(2)The Approved Intermediary who is issuing the E-Court Fees Certificate shall keep a daily account of issued E-Court Fees Certificate in a register in Form 4 to be maintained by them and take signature of purchaser or authorised person, as the case may be, on the relevant column of the Register.

24. Authorised official/person issuing the E-Court Fees Certificate.

- The approved intermediary shall ensure that the person who has been given the duty to issue E-Court Fees Certificate is regular full time employee of their Agency or institution and having suitable credentials.

25. Specification of E-Court Fees Certificate.

(1)The E-Court Fees Certificate shall be printed on 95 grams per square meter durable paper of the 210 mm x 297 mm with margin of 35 mm on the left and 15 mm on the right side of the page or such other appropriate margins as may be decided by the Appointing Authority.(2)The signature and seal (showing name and designation of the Authorised Collection Centers and name and address of the branch of Approved Intermediary) shall be made in a non-washable permanent black ink or such color decided by the Appointing Authority.(3)The ink to be used in the E-Court Fees Certificate printer must be non-washable permanent black ink or in a manner determined by the Appointing Authority.(4)The print of every E-Court Fees Certificate shall be bright, clear and distinct and shall not be overlapped.

26. Details of E-Court Fees Certificate to be published on the website.

- The details of the issued E-Court Fees Certificate shall be made available on the E-Court Fees Server maintained by the Central Record keeping Agency and shall be accessible to any person authorised by the Appointing Authority in this behalf including the Inspector General of Registration and Superintendent of Stamps, Courts and Collector holding a valid user ID and Password which shall be provided by the Central Record keeping Agency.

27. Payment of additional court fees.

- If for any reason, a person who has one E-Court Fees Certificate of certain denomination and is required to pay an additional amount of Court Fees may make an application in Form-2 with payment of such amount of additional Court Fees to the Approved Intermediaries.

28. Issue of E-Court Fees Certificate for additional Court Fees.

(1)The Approved Intermediary/Authorised Collection Centres shall issue E-Court Fees Certificate for such additional Court Fees on separate sheet of paper in the same way as laid down in rules 21 to 25.(2)Any person at his discretion may use impressed or adhesive stamp together with the E-Court Fees Certificate to pay Court Fees chargeable on any document under the Act.

29. Re-use of E-Court Fees Certificate Prohibited.

(1)E-Court Fees Certificate used in a document shall not be used in any other document.(2)If a document is not in compliance with sub-rule (1) then it shall be deemed that required Court Fees to be paid under the Act is not paid for that document.

30. Distinguished unique identification number of E-Court Fees certificate.

- A distinguished unique identification number of the E-Court Fees Certificate shall be written or printed at the top of the document.

31. Verification and locking the details of E-Court Fees Certificate.

(1)Courts or any other officer designated by it, after making the enquiry envisaged under the Act, shall verify the correctness and authenticity of the E-Court Fees Certificate used in the document by entering its distinguished unique identification number and other details in the website of the Central Record keeping Agency and after such verification shall locked the E-Court Fees Certificate by using user ID Code and Password provided by the Central Record keeping Agency to prevent re-use of such certificate.(2)The designated officers of the Court shall be responsible for non-disclosure of the Password and ID provided to him by the Central Record keeping Agency.

Chapter-VII Refund of E-Court Fees

32. Procedure for refund of spoiled/unused/not required E-Court Fees Certificate.

(1)An application for refund of spoiled or misused or not required E-Court Fees Certificate in Form-3 along with the E-Court Fees Certificate to the Collector within whose jurisdiction the E-Court Fees Certificate is required to be locked by the Court for use.(2)The Collector, on verification by accessing the relevant website of the Central Record Agency and after cancelling and locking the distinguished Unique Identification number in the E-Court Fees system and endorsing "CANCELLED" on the original E-Court Fees Certificate with his signature and seal, shall refund the amount mentioned in such Certificate.(3)The provision with respect to refund of Court Fees prescribed under the Court Fees Act, 1870 (No. 7 of 1870) shall also apply mutatis mutandis with such modification as may be prescribed from time to time by the Government.(4)The Collector shall maintain a record of such cancelled E-Court Fees Certificate in his office.Chapter-VIII Inspection, Audit and Appraisal of the performance of the system

33. Inspection of the Central Record Keeping Agency and the Authorised Collection Centers.

(1)Officers authorized to inspect, any supervisory officer of the Department or any private of public sector technical cum audit expert/agency duly authorised by the Appointing Authority or by the Superintendent of Stamps in this behalf may inspect, all or any of the branches/offices of the Central Record keeping Agency and Approved Intermediaries located within its jurisdiction.(2)The Superintendent of Stamps may, however, at any time on receipt of a complaint or suo moto, direct any official of the department to inspect any branch or office of the Central Record keeping Agency or Approved Intermediaries and to submit a report, besides the regular inspections mentioned in sub-rule (1).(3)The Accountant General of Chhattisgarh, Raipur may also make audit of the receipts and remittance made by the Central Record keeping Agency in accordance with any law for the time being in force with respect to audit of accounts.

34. Central Record Keeping Agency/Authorised Collection Centre bound to provide information.

- During such inspection under rule 33, the inspecting officer or the expert/agency may require the officer in-charge of the inspected branch/office to provide any information on soft and/or hard copy of any electronic or digital record related to the collection and remittance of Court Fees relating to a period required for and the concerned Central Record keeping Agency or Approved Intermediary shall provide such information on priority basis.

35. Submission of Inspection report.

- The inspecting officer and the technical-cum-audit expert/agency shall submit inspection report mentioning the omissions, violations, delays or irregularities, if any, and give suggestions and recommendations to the Superintendent of Stamps, Raipur, Chhattisgarh.

36. Appointing Authority to take appropriate action.

- The Superintendent of Stamps/Appointing Authority may, after giving a reasonable opportunity of being heard to the Central Record keeping Agency or the Authorised Collection Centers, take any appropriate action including imposition of penalty and/or termination of appointment of Central Record keeping Agency or Authorised Collection Center as it deems fit on the basis of the inspection/technical audit report and the recommendations of the Appointing Authority.

Chapter IX

Penalty for omissions and violations

37. Penalty for delay in remittance to Government Account.

- In case the Central Record keeping Agency fails to remit the amount of collected Court Fees within the period as stipulated in rule 20 then it shall be liable 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 a day will be treated as one day for the purpose of such calculation. The interest shall be calculated from the date of payment due till the actual receipts of the amount by the State Treasury.

38. Dispute regarding delay in remittance.

(1)The Central Record keeping Agency shall be given a reasonable opportunity of being heard to explain any delay in depositing the Court Fees before the consequent liability to pay penalty under rule 37 is imposed on it.(2)If the Appointing Authority is satisfied that the delay in remittance was caused due to reason(s) beyond the control of the Central Record keeping Agency (such as Act of God, Act of Civil or Military Authorities, fire, epidemics, war, terrorist acts, riots, earthquakes, storms, typhoon, floods), he may waive off the penalty stipulated in rule 37 either completely or partially.(3)In case of any dispute on any penalty imposed, the matter may be referred to the Government, and the decision of the Government shall be final.(4)The place of resolving such dispute shall be Raipur, Chhattisgarh.

39. Central Record Keeping Agency responsible to indemnify the loss to the Government and penalty for loss.

(1)If any act, omission, irregularity or violation on the part of the Central Record keeping Agency or any of its Authorised Collection Centers has resulted in loss of revenue to the Government, the Central Record keeping Agency shall indemnify such amount of loss of revenue along with an interest calculated @ one and half % per annum and a penalty of an amount not exceeding two times the amount of loss of revenue to the Government.(2)The Central Record keeping Agency shall, however, be given an opportunity of being heard before taking decision under sub-rule (1).

40. Amount due and the penalty recoverable as arrears of land revenue.

- In case, the Central Record keeping Agency refuses to pay the amount due to the Government and the penalty imposed by the Appointing Authority under rules 37 or 39 then it shall be liable to be recovered as arrears of land revenue. Chapter-X Arbitration

41. Arbitration.

- All disputes and differences between the parties to the Agreement shall as far as possible be settled amicably failing which all disputes shall be referred to a mutually agreed arbitrator as per the provisions of the Arbitration and Conciliation Act, 1996 (No. 26 of 1996).

42. Venue of Arbitration.

- The venue of arbitration shall be at Raipur. Chapter-XI Public Grievance Redressal System

43. Grievance Redressal Officers.

(1) The Superintendent of Stamps shall designate one or more officers of the department to be called as "Grievance Redressal Officers" to look and enquire into the complaints received against the misconduct or irregularities of the Central Record keeping Agency or its Authorised Collection Centers or any other Official of the department related with the implementation of these rules. (2) 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 to be called as "Grievance Redressal Officers" 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.

44. Complaint to Grievance Redressal Officer.

- Any person paying Court Fees, who has a grievance in relation to the services of the Central Record keeping Agency or any of its Authorised Collection Centre or any other persons related with the implementation of these rules, may make a complaint to the concerned Grievance Redressal Officer with evidence to support the complaint.

45. Proceeding in complaint matter.

(1) The Grievance Redressal Officer on receiving the complaint will immediately bring it to notice of the Superintendent of Stamps or the Registrar General of the High Court or the District Judge, as the case may be. (2) The Superintendent of Stamps or the Registrar General of the High Court or the District Judge, as the case may be, may direct the Grievance Redressal Officer or any other officer to enquire into the complaint. (3) The Grievance Redressal Officer conduct a fair enquiry with regard to such complaints by giving an opportunity of being heard to the parties concerned and submit the enquiry report to the Superintendent of Stamps or the Registrar General of the High Court or the

District Judge, as the case may be.

46. Action on the enquiry reports.

- On the basis of the enquiry report, Superintendent of Stamps or the Registrar General of the High Court or the District Judge, as the case may be, shall take appropriate action under these rules against the Central Record keeping Agency, concerned official or will make suitable recommendation to the employer of the concerned official for taking appropriate action under relevant service rules, as the case may be.

Chapter-XII Management Information System/Decision Support System

47. Central Record Keeping Agency to furnish Management Information System and Decision Support System reports to the Department/Court.

(1)The Central Record keeping Agency shall provide login ID to the Superintendent of Stamps and the Registrar General of the High Court and to any or all such other officers as they may direct in this regard, for online access to the required information reports in the E-Court Fees system.(2)The Central Record keeping Agency shall furnish such information, including the following information reports, to the Superintendent of Stamps and to the Registrar General of the High Court and to any or all such other officers as may be directed, namely :-(i)Audit trail report. - Tracking of all system based actions performed by users of collecting branches/offices of the Central Record Keeping Agency and the Authorised Collection Centers pertaining to any specified day or period;(ii)Government payable reports. - Authorised Collection Centre-wise (including collecting branches of the Central Record keeping Agency) total collection report of any specified day or period;(iii)Additional E-Court Fees certificate reports. - For all or any of the collecting branches/offices of the Central Record keeping Agency and Authorised Collection Centers pertaining to any specified day or period;(iv)Locked E-Court Fees certificate report. - Relating to all or any of the Courts pertaining to any specified day or period;(v)Remittance reports. - A district-wise detail of the remittance made by the Central Record keeping Agency into the Government account pertaining to any specified day or period; 1(vi)Report of cancelled E-Court Fees certificates. - Report pertaining to any specified day or period relating to any particular or all the collectors of Court Fees;(vii)Certificate Generation Report. - Reports of E-Court Fees certificates generated for any/all collecting branches/offices of the Central Record keeping Agency and the Authorised Collector Centers pertaining to any specified day or period;(viii)Yearly Court Fees Collection Report. - Yearly report of court fees collected by any/all of the collecting branches/offices of the Central Record keeping Agency and the Authorised Collection Centers;(ix)Court Fees Type Collection Report. - Showing category of court fees collections of any calendar year for any/all collecting branches/offices of the Central Record keeping Agency and the Authorised Collection Centers;(x)Court Fees monthly collection report. - Court Fees monthly collection report of any calendar year for any/all of the collecting branches/offices of the Central Record keeping Agency and the Authorised Collection Centers; and(xi)Any other report or information as may be required by the Superintendent of Stamps from time to time.

Chapter-XIII Role of Treasury Department

48. Treasury to verify daily remittances.

- The treasury officer will verify from the account scroll received from the Government Business Branch of the authorised Bank the details of the daily remittances of Court Fees made by the Central Record keeping Agency into the Government account referred to in rule 20, and will send a verified hard copy of the details of daily remittances to the Superintendent of Stamps. Chapter-XIV
Delegation of Powers

49. Appointing Authority may delegate all or any of its powers.

- The Appointing Authority may by making an order in writing delegate all or any of their powers and/or functions to any officer(s) of the Department.

50. Power to amend the rules.

- The Government may amend these rules by notification in the Official Gazette.

51. Savings and Repeals.

- In case of any contradiction between these rules and any rules relating to mode of levy of Court Fees then these rules shall prevail. Chapter-XV Issue of Guidelines

52. Issue of Guidelines.

- The Appointing Authority shall issue necessary guidelines/executive orders for the proper implementation of the E-Court Fees System and these rules, wherever required. Form-1[See rule 21]E-Court Fees Application Form

Application Date / /20

Document description

Document Description [not exceeding 100 characters]

Details of First Party [Name not exceeding 50 characters]

Name-

Address-

Phone- PAN PIN

Details of Second Party [Name not exceeding 50 character]

Name-

Address-

Phone- PAN PIN

Court Fees Payment Details

Court Fees Paid by [click] 1stParty 2ndParty Type of Payment Case DD Pay order

RTGS Transfer NEFT Account to Account

Case/D.D./Pay order/NEFT/RTGS Details Cash Deposit Rs.

Bank Branch Denomination

1000 x

500 x

100 x

50 x

20 x

10 x

5 x

Rupees in word-- 2 x

1 x

Total

The Information.....Signature(For Office Use only)

Verify that Application Form isin.....

To be filed by User

To be filed by
SUPERVISOR

SUBIN

Certificate Number

Signature

Signature

E-Court Fees Received by/Name Signature

SHCIL e-Court fees /RECEIPT (To be filed by Client)

Court fees paid by

Court fees paid by

1stParty 2ndParty

Court Fees Amount

Type of Payment

Cash D.D. Pay order

RTGS

NEFT Account to Account Transfer

Cash/D.D./Account No.

Date- / /20

Bank Name

Branch Name

Signature with seal

Form-2[See rule 27]E-Court Fees Application Form For Additional Court Fees

Base Certificate No.

Court Fees Amount Application Date / /20

Court Fees Payment Details (name not exceeding 50 characters)

Court Fees Paid by [click] 1stParty 2ndParty

Type of Payment Case DD Payordr

RTGS Transfer NEFT Account to Account

Case/D.D./Pay order/NEFT/RTGS Details Cash Deposit Rs.

Bank Branch Denomination

1000 x

500 x

100 x

50 x

20 x

10 x

5 x

Rupees in word--

2 x

1 x

Total

The Information.....Signature(For Office Use only)

Verify that Application Form is in.....

To be filed by User

To be filed by

SUPERVISOR

SUBIN

Certificate Number

Signature

Signature

E-Court Fees Received by/Name Signature

SHCIL e-Court fees /RECEIPT (To be filed by Client)

Court fees paid by

Court fees paid by

1stParty 2ndParty

Court Fees Amount

Type of Payment

Cash D.D. Pay order

RTGS

NEFT Account to Account Transfer

Cash/D.D./Account No.

Date- / /20

Bank Name

Branch Name

Form-3[See rule 32]Details of the E-Court Fees Certificate to be mentioned in the application presented for Refund

Authorised Collection Centre Name -

Authorised Collection Centre Id. -

Application date -/...../20.....

Certificate Number :

IN

Date of Issue of the Certificate/...../20.....

Form-4[See rule 23]Format of Register to be Maintained by Authorised Collection Center

Sr. No.	Date	Name of Client by whom the Court fees is being paid	Purpose for which e-Court fee certificate required
(1)	(2)	(3)	(4)

Value of the e-Court Certificate (5)	Name and signature of the person purchasing e-Court fees (6)	Distinguished Unique Identification Certificate No. (7)	Signature of ACC (8)
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