Application: Stamp Refund

S.N.	Step	GUI View
1	**Home Page** On Home page there are following options- ➢ Refund Application ➢ View Status ➢ Help Citizen intending to submit application for Stamp Duty Refund as to click option Refund Application.	

3	**Refund Application**	

Refund Application

1. In Refund Application,first section is

Party Details. Fill all the details properly and carefully-

➢ Current date will be displayed as Application Date, which cannot be changed.

➢ Select suitable reason for Refund . There are four reasons for selection-
- Only Stamp Duty paid is refunded
- Penalty for Stamp Duty
- Excess Stamp Duty paid is refunded
- Penalty & Excess Stamp Duty

➢ Enter the applicant name

➢ Enter address details

➢ Enter [10 digit mobile number]

➢ Enter Landline number in field telephone number.

➢ Enter email address

➢ Enter (or Select) your Bank Account details like ISFC Code,Bank Name and Account no.

2. In **Document Details** section, select one of the following

> Judicial Stamp **:** When refund of Judicial Stamp payment is intended.

> Non-Judicial Stamp**:** When refund of Non-Judicial Stamp payment is intended

> Court Order : When refund through court order is intended

Screenshot content:

Home   Refund Application   View Status   Login   Help   FAQ   User Manual   27/08/2013   05:40 PM

Refund Application

(*)Please fill all the mandatory fields

Party Details

Application Date : 27/08/2013   * Reason for Refund : Select   * Enter Refund Details:

* Applicant Name :   * Applicant Address :
(Stamp Purchaser Name)

* Mobile No. :   LandLine No. :   Email ID :

IFSC Code :   Bank Name : Select   Account No. :

Document Details   ○ Judicial Stamp   ● Non Judicial Stamp   ○ Court Order

* Document Status : Select

* Document Title :   * Document No: * Date of Execution :   * Document Date :

Stamp Details

* Stamp Type : Select   * Seller Office Type :   * Stamp Purchaser Office: * Stamp Purchased District: Select   * Stamp Address:

* Stamp Date: * Stamp No :   * Amount:

Submit & Add More Stamp Details

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Enter Image Code :

- If either Judicial Stamp option or court option is selected as mentioned above, only stamp details section will be displayed.
- If Non-Judicial Stamp option is selected as mentioned above, then both Document details & Stamp details sections will be displayed.
- In Document details section enter the following details-
  - Select Document status.
  - If Document status is **Executed**, then enter following details-
    - Enter the Document type
    - Enter Document no.
    - Enter Date of Execution
  - If Document status is **Registered**, enter the following details-
    - Enter the Document type
    - Enter Document no.:which is date of Registration of document
    - Enter Document Date
    - Enter Stamp Duty paid amount
    - Select SRO Office
  - If Document status is **Cancelled**, then it consists of two sets of data sets-
    - > Original documents
    - > Cancelled documents
- If data set is **Original documents,** then enter following details-
    - Enter Document no
    - Enter Document Date
    - Enter Stamp Duty paid amount
    - Select SRO Office
- If data set is Cancelled documents,then enter the following fields-
    - Enter Document Title
    - Document no

  - If Document status is selected **Non executed**, no fields will be displayed.

◆ Date of Cancellation

◆ Date of Execution

◆ Select SRO

■ If <u>Court Order is selected as mentioned above</u>, then enter following court order details-

◆ Enter Court name

◆ Enter Court order no

◆ Enter Date of seal

3. In **Stamp Details** section, mention details as follows-

◆ When Document Detail is about judicial Stamp then Stamp Types are-
> Judicial Stamp Paper
> GRAS Challan

◆ Enter stamp purchaser name

◆ Select stamp seller office type

◆ Enter Stamp seller Office

◆ Select District from where Stamp was purchased

◆ Enter Stamp Date

◆ Enter Stamp No.

◆ Enter amount

DEPARTMENT OF REGISTRATION & STAMPS
Government of Maharashtra, Pune
नोंदणी व मुद्रांक विभाग
महाराष्ट्र सरकार, पुणे

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Refund Application

(*)Please fill all the mandatory fields

Party Details

Application Date : 27/08/2013   * Reason for Refund : Select   * Enter Refund Details:

* Applicant Name :
(Stamp Purchaser Name)   * Applicant Address :

* Mobile No. :   LandLine No. :   Email ID :

IFSC Code :   Bank Name : Select   Account No. :

Document Details   ○ Judicial Stamp   ○ Non Judicial Stamp   ● Court Order

*

* Document Title :   * Document No: * Date of Execution :   * Document Date :

Case No :   * Date Of Seal: * Court Name :

4	**Acknowledgment**	
	If the application form is submitted successfully acknowledgment will be generated REFUND CODE is mentioned in red color, note down Refund code for further use or take print of acknowledgment.	

5	**View Status**	
	Status of submitted application can be checked using 'View Status.' ➢ Enter Refund code. ➢ Enter the displaying Number. ➢ Click on search button to get processing status.	