

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕುರಿತು ಮಾಹಿತಿ,

1. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಬರಲು ಕಾರಣ, ಜನರಿಗೆ ಎಲ್ಲೆಡೆ ಸಿಗುವಂತೆ, ಎಲ್ಲ ಸಮಯದಲ್ಲೂ ಸುಲಭವಾಗಿ ಸಿಗುವುದು, ಸುಲಭ ಪರಿಶೀಲನೆ, ಸರ್ಕಾರಕ್ಕೆ ಆಗಬಹುದಾದ ಆದಾಯದ ಸೋರಿಕೆ ತಡೆಯಲು, ಮುದ್ರಣ ಖರ್ಚು ಉಳಿತಾಯ, ತಾಳೆ ಮಾಡಿಕೊಳ್ಳಲು ಸುಲಭ.
2. ಭಾರತ ಸರ್ಕಾರ ನೇಮಿಸಿದ CRA ಕೇಂದ್ರಿಯ ದಾಖಲೆಗಳ ನಿರ್ವಹಣಾ ಸಂಸ್ಥೆ, ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ., 1986ರಲ್ಲಿ ಸ್ಥಾಪನೆಯಾದ ಐಎಫ್‌ಸಿಐಎನ್ ಉಪ ಸಂಸ್ಥೆ, ಇವರ ವ್ಯವಹಾರ ವಿಮೆ, ಡೀಮೇಟ್ ಟ್ರೇಡಿಂಗ್, ಇ-ಸ್ವಾಂಪಿಂಗ್ ನಂತಹ ಸೇವೆಗಳನ್ನು ನೀಡುತ್ತದೆ.
3. ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ., 1997 ಸೌಹಾರ್ದ ಕಾಯ್ದೆಯಡಿ ನೋಂದಣಿಗೊಂಡ ಸಹಕಾರಿಗಳ ಮಾತೃ ಸಂಸ್ಥೆಯಾಗಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತಿದೆ. ಸದರಿ ಕಾಯ್ದೆಯಡಿ ರಚನೆಯಾದ ಸಹಕಾರಿಗಳಿಗೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸೇವೆ ಒದಗಿಸುವುದು. ಸದರಿ ಕಾಯ್ದೆಯಡಿ 6,500 ಸಂಸ್ಥೆಗಳು ನೋಂದಣಿಯಾಗಿದ್ದು, 1,000 ಎಸಿಸಿಗಳಿಂದ 1,600 ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಸಿಸಿಗಳು ರಾಜ್ಯದಾದ್ಯಂತ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತಿವೆ.
4. ಸಹಕಾರಿಗಳಿಗೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರ ತೆರೆಯಲು ಅನುಮತಿ ನೀಡಲು, ಸಹಕಾರಿಯ ವಿಳಾಸ, ಸಂಪರ್ಕಿಸಬೇಕಾದ ವ್ಯಕ್ತಿಯ ಹೆಸರು ಮತ್ತು ದೂರವಾಣಿ ಸಂಖ್ಯೆ ಒಳಗೊಂಡ ಮನವಿ ಪತ್ರ, ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರ ತೆರೆಯುವ ಬಗ್ಗೆ ಸಹಕಾರಿಯ ಆಡಳಿತ ಮಂಡಲಿ ನಿರ್ಣಯಿಸಿರುವ ಠರಾವು ಪ್ರತಿ ಲಗತ್ತಿಸಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಕಳುಹಿಸಬೇಕು.
5. ಸಹಕಾರಿಯ ಶಾಖೆಯಲ್ಲಿ ಎಸಿಸಿ ತೆರೆಯಲು ಬಯಸಿದ್ದಲ್ಲಿ, ಮನವಿ ಪತ್ರ, ಆಡಳಿತ ಮಂಡಲಿ ಠರಾವಿನೊಂದಿಗೆ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯಿಂದ ಪಡೆದ ಶಾಖಾ ಅನುಮತಿ ಪತ್ರದ ಪ್ರತಿಯನ್ನು ಲಗತ್ತಿಸಿ ನೀಡುವುದು.
6. ಸೂಪರ್‌ವೈಸರ್ ಐಡಿ ರಚನೆಗೆ ಪದವಿ ಪ್ರಮಾಣ ಪತ್ರದ ಪ್ರತಿ, ಯೂಸರ್ ಐಡಿ ರಚನೆಗೆ ಎಸ್.ಎಸ್.ಎಲ್.ಸಿ ಪ್ರಮಾಣಪತ್ರದ ಪ್ರತಿ ಹಾಗೂ ಇಬ್ಬರಿಗೂ ಪ್ಯಾನ್ ಪ್ರತಿ ಮತ್ತು ಆಧಾರ್‌ಪ್ರತಿ ಕಡ್ಡಾಯ ನೀಡಬೇಕು.
7. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಸಿಸಿಗಳ ಸಿಬ್ಬಂದಿಗೆ ನೀಡಿರುವ ಐಡಿ/ಪಾಸ್‌ವರ್ಡ್‌ಗಳನ್ನು ಅವರೇ ಬಳಸಬೇಕು. ಬೇರೆಯವರೊಂದಿಗೆ ಹಂಚಿಕೊಳ್ಳುವಂತಿಲ್ಲ.
8. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಲಾಗಿನ್ ಮಾಡಲು ಗೂಗಲ್ ಅಥೆಂಟಿಕೇಷನ್ /ನಿಮ್ಮ ಮಿಂಚಂಚೆಗೆ ಬರುವ ಓಟಪಿ ಬಳಸಿ ಲಾಗಿನ್ ಮಾಡುವುದು ಕಡ್ಡಾಯ.
9. ಸಿಬ್ಬಂದಿಗಳು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸೃಜನೆ /ಮುದ್ರಣ ಮಾಡಿದ ನಂತರ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವೆಬ್‌ಸೈಟ್‌ನಿಂದ ಕಡ್ಡಾಯವಾಗಿ ಲಾಗ್‌ಔಟ್ ಮಾಡುವುದು.
10. ಮುದ್ರಿಸಿದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಪೇಪರ್‌ನ ಮೇಲೆ ಸೂಪರ್‌ವೈಸರ್ ಐಡಿ ಹೊಂದಿರುವ ಸಿಬ್ಬಂದಿ ಸಹಿ ಮಾಡಿ, ಸಹಕಾರಿಯ ಮೊಹರು ಹಾಕಬೇಕು.
11. ಮೊದಲನೇ ಪಕ್ಷಗಾರ ಮತ್ತು ಎರಡನೇ ಪಕ್ಷಗಾರ ಹೆಸರಿನ ತುಂಬಬೇಕಾದ ಸ್ಥಳದಲ್ಲಿ ವ್ಯಕ್ತಿ/ಸಂಸ್ಥೆ ಹೆಸರು ಸ್ಪಷ್ಟವಾಗಿ ತುಂಬಿ ವಿತರಿಸಬೇಕು. ಕೇವಲ ಶ್ರೀ/ಶ್ರೀಮಾನ್/ ಮಿಸ್ಟರ್/ಒಂದಕ್ಷರ ಬಳಸಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮುದ್ರಿಸದಿರಲು ಸೂಚಿಸಿದೆ. ಬಾರೋವರ್ (Borrower)/ಸಿರಿ(Siri)/ಓನರ್ (Owner)/ಕಸ್ಟಮರ್ (Customer)/ಲೋನಿ (Loanee)/ಟೆನೆಂಟ್ (Tenant) ಎಂದು ಪಕ್ಷಗಾರರ ಹೆಸರು ನಮೂದಿಸಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮುದ್ರಿಸಬಾರದು.

12. ಸಂಘ ಸಂಸ್ಥೆಗಳಿಗೆ ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸುವ ಸಮಯದಲ್ಲಿ ಅವುಗಳ ಪೂರ್ಣ ಹೆಸರನ್ನು ಬಳಸಲು ಸೂಚಿಸಿದೆ. ಉದಾ.(KSSFCL) ಬದಲಾಗಿ (Karnataka State Souharda Federal Cooperative Limited) ಎಂದು ಬಳಸಬೇಕು.
13. ಹಣ ಮತ್ತು ಗ್ರಾಹಕ ಅರ್ಜಿ ಪಡೆದುಕೊಂಡ ನಂತರವಷ್ಟೇ ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸಬೇಕು. ಒಂದು ಅರ್ಜಿಗೆ ಒಂದೇ ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್ ನೀಡಬೇಕು.
14. ಸ್ವಯಂ ಘೋಷಣಾ ಪತ್ರ(Affidavit) ಹೊರತುಪಡಿಸಿ ಉಳಿದೆಲ್ಲ ಇ-ಸ್ವಾಂಪ್ ಗಳಿಗೆ ಎರಡೂ ಪಕ್ಷಗಾರರ ಹೆಸರು ನಮೂದಿಸಬೇಕು.
15. ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಆದೇಶ ಸಂ.ಕೆಎಎಂಇ97/ಎಂಯುವಿನೋಮು 2009ರಂತೆ ಹಾಗೂ ದಿನಾಂಕ 28/04/2010ರ ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ.,ರ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ ಕೆಎಸ್‌ಎಸ್‌ಎಫ್‌ಸಿಎಲ್/005/2010ರಂತೆ ಸೇವಾಶುಲ್ಕ ಪಡೆಯುವುದು. ಸೇವಾ ಶುಲ್ಕ ಪ್ರದರ್ಶಿಸುವುದು ಕಡ್ಡಾಯ. ಹೆಚ್ಚಿನ ಸೇವಾ ಶುಲ್ಕ ಸ್ವೀಕರಿಸುವುದು ದಂಡನೀಯ ಅಪರಾಧ. ಸೇವಾಶುಲ್ಕದ ವಿವರ,
 - ಅ. ರೂ.10/- ರಿಂದ ರೂ.100/-ರ ವರೆಗಿನ ಸ್ವಾಂಪ್ ಪೇಪರ್‌ನ ಸೇವಾ ಶುಲ್ಕ - ರೂ.10/-
 - ಆ. ರೂ.101/- ರಿಂದ ರೂ.5,000/-ದ ವರೆಗಿನ ಸ್ವಾಂಪ್ ಪೇಪರ್‌ನ ಸೇವಾ ಶುಲ್ಕ - ರೂ.15/-
 - ಇ. ರೂ.5,000/- ಮೇಲ್ಪಟ್ಟ ಸ್ವಾಂಪ್ ಪೇಪರ್‌ಗೆ ಗ್ರಾಹಕರಿಂದ ಸೇವಾ ಶುಲ್ಕವನ್ನು ಸ್ವೀಕರಿಸಬಾರದು.
16. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ./ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ/ ನೋಂದಣಾಧಿಕಾರಿಗಳ ಕಛೇರಿಯ ಅಧಿಕಾರಿಗಳು ಯಾವುದೇ ಸಹಕಾರಿಯ ಎಸಿಸಿಗಳಿಗೆ ಯಾವುದೇ ಸಮಯದಲ್ಲಿ ಯಾವುದೇ ಸೂಚನೆ ನೀಡದೆ ಭೇಟಿ ನೀಡಿ ಎಸಿಸಿಗಳಲ್ಲಿ ಇ-ಸ್ವಾಂಪ್ ವಿತರಣೆ ಬಗ್ಗೆ ಪರಿವೀಕ್ಷಣೆ ನಡೆಸಬಹುದು.
17. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ., ನೀಡಿರುವ ಮಾದರಿ ಅರ್ಜಿಗಳನ್ನು ಬಳಸಬೇಕು. ಎಸಿಸಿಗಳ ಸಿಬ್ಬಂದಿಗಳು ಗ್ರಾಹಕರಿಗೆ ಅರ್ಜಿ ಬರೆದುಕೊಡಬೇಡಿ.
18. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ.,ರ ದಿನಾಂಕ ಸೂಚನೆಯಂತೆ ಗ್ರಾಹಕರು ನಿಯಮಾನುಸಾರ ಭರ್ತಿ ಮಾಡಿ, ಸಹಿ ಮಾಡಿದ ಅರ್ಜಿಗಳನ್ನು ಪಡೆಯದೇ ಇ-ಸ್ವಾಂಪ್‌ಗಳನ್ನು ವಿತರಿಸಬೇಡಿ..
19. ಗ್ರಾಹಕರ ಪರವಾಗಿ ಬೇರೆ ವ್ಯಕ್ತಿ ಇ-ಸ್ವಾಂಪ್ ಖರೀದಿಸಲು ಬಂದರೆ, ಆ ವ್ಯಕ್ತಿನಿಂದ ಇ-ಸ್ವಾಂಪ್ ತರಲು ಮೂಲ ಗ್ರಾಹಕ ನೀಡಿರುವ ಪರವಾನಗಿ/ಅನುಮತಿ ಪತ್ರ ಒದಗಿಸಲು ಕೇಳಿ, ಪಡೆದು ನಂತರ ಮಾತ್ರ ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸಿ.
20. ಗ್ರಾಹಕರಿಂದ ಪಡೆದ ಅರ್ಜಿಗಳನ್ನು 3ವರ್ಷಗಳ ಕಾಲ ರಕ್ಷಿಸುವುದು. ಪೋಲೀಸ್/ನ್ಯಾಯಾಲಯ/ಸಿಬಿಐ/ಸಾಂವಿಧಾನಿಕ ಸಂಸ್ಥೆಗಳ ವಿಚಾರಣೆಗೆ ಬೇಕಾದ ದಾಖಲೆ ಅರ್ಜಿಗಳನ್ನು ಶಾಶ್ವತವಾಗಿ ಸಂರಕ್ಷಿಸುವುದು.
21. ಗ್ರಾಹಕರ ಅರ್ಜಿಯ ಹಿಂಭಾಗದಲ್ಲಿ ಅರ್ಜಿ ತುಂಬುವ ಸಮಯದಲ್ಲಿ ಗ್ರಾಹಕರು ಗಮನಿಸಬೇಕಾದ ಅಂಶಗಳ ಕಡ್ಡಾಯವಾಗಿ ಮುದ್ರಿಸಿರಬೇಕು.

22. ಗ್ರಾಹಕರಿಂದ ಪಡೆದ ಅರ್ಜಿಯಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ ಸಬ್‌ಇನ್ ಸಂಖ್ಯೆ ಮತ್ತು ಸರ್ಟಿಫಿಕೇಟ್ ಸಂಖ್ಯೆ ಬರೆದು ನಮೂದಿಸಬೇಕು.
23. ಪರಿಗಣನೆ ಮೊತ್ತ(**Consideration Price**) ನಮೂದಿಸಿ. ಅನುಚ್ಛೇದ ಸಂಖ್ಯೆ ಬೇರೆ ಬಳಸಿ, ವಿವರಣೆಯಲ್ಲಿ ಬೇರೆ ಮಾಹಿತಿಯನ್ನು ನೀಡಿ ಇ-ಸ್ಟಾಂಪ್ ವಿತರಿಸಬೇಡಿ. ಉದಾ. **Article 1, Acknowledgement of Debt** ಇದನ್ನು ಆಯ್ಕೆಮಾಡಿ, ವಿವರಣೆಯಲ್ಲಿ **Agreement** ಎಂದು ನಮೂದಿಸಿ ಇ-ಸ್ಟಾಂಪ್ ಪೇಪರ್ ವಿತರಿಸಬೇಡಿ.
24. ಸಹಕಾರಿಗಳ ಇ-ಸ್ಟಾಂಪ್ ಕೇಂದ್ರಗಳು ನೆಗೆಟಿವ್ ಇ-ಸ್ಟಾಂಪ್ ಶಿಲ್ಕನ್ನು ಹೊಂದದಿರಲು ಸೂಚಿಸಿದೆ. ಸತತ ನೆಗೆಟಿವ್ ಇ-ಸ್ಟಾಂಪ್ ಶಿಲ್ಕನ್ನು ಹೊಂದಿರುವ ಸಹಕಾರಿಗಳ ಐಡಿಗಳು **Automatic Disable** ಆಗುವುದು. ಈ ರೀತಿ ಲಾಕ್ ಆದ ಐಡಿಗಳಿಗೆ ನೆಗೆಟಿವ್ ಶಿಲ್ಕಿನ ಸಮಸ್ಯೆ ಬಗೆಹರಿದ ನಂತರದ ದಿನ ಐಡಿ **Enable** ಮಾಡಲಾಗುವುದು.
25. ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಹಣ ವರ್ಗಾಯಿಸಲು ತಮಗೆ ನೀಡಿರುವ ವರ್ಚುವಲ್ ಅಕೌಂಟ್ ನಂಬರ್‌ಗೆ (**virtual account number**) ಕಡ್ಡಾಯವಾಗಿ ಬಳಸಿ ವರ್ಗಾಯಿಸುವುದು.
26. ಎರರ್ ರಿಪೋರ್ಟ್ ಫಾರಂ ಕಳುಹಿಸಿದ 5-10 ನಿಮಿಷಗಳಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಕರೆಮಾಡಿ ತಮ್ಮ ಎರರ್ ರಿಪೋರ್ಟ್ ಫಾರಂ ತಲುಪಿರುವ ಬಗ್ಗೆ ಖಾತರಿಪಡಿಸಿಕೊಳ್ಳುವುದು. ಎರರ್ ರಿಪೋರ್ಟ್ ಫಾರಂನ್ನು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ estamppassword.error@souharda.coop ಇ-ಮೇಲ್ ಐಡಿಗೆ ಕಳುಹಿಸಲು ಸೂಚಿಸಿದೆ. ಎರರ್ ರಿಪೋರ್ಟ್ ಫಾರಂನೊಂದಿಗೆ ಗ್ರಾಹಕರ ಅರ್ಜಿಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಕಳುಹಿಸುವುದು.
27. ಒಂದು ಬಾರಿ **Virtual account number** ಕಳುಹಿಸಿರುವ ಮಾಹಿತಿಯ ಪ್ರತಿಯನ್ನು ಪ್ರಿಂಟ್ ತೆಗೆದು ತಮ್ಮ ಸಂಸ್ಥೆಯ ಕಡತದಲ್ಲಿ ಇರಿಸಿ ಅದರ ಮೂಲಕವೇ ಹಣ ವರ್ಗಾವಣೆಗೆ ಮಾಡುವುದು. ತಮಗೆ ನೀಡಿರುವ **virtual account number**ನಲ್ಲಿ ಬದಲಾವಣೆ ಅಥವಾ ಸಮಸ್ಯೆಯಿದ್ದಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ತಮ್ಮ ಗಮನಕ್ಕೆ ತರುತ್ತದೆ. ಅಲ್ಲಿಯವರೆಗೂ ತಮಗೆ ನೀಡಿರುವ **virtual account number**ನ್ನು ಬಳಸಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಹಣ ವರ್ಗಾಯಿಸುವುದು.
28. ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಇ-ಸ್ಟಾಂಪ್ ಎಸಿಸಿ ನಡೆಸುತ್ತಿರುವ ಎಸಿಸಿಗಳು ಕಮಿಷನ್ ಪಾವತಿಸಬೇಕಿದ್ದು, ಇದಕ್ಕಾಗಿ ಜಿ.ಎಸ್.ಟಿ ಕಾಯ್ದೆಯಲ್ಲಿ ನೋಂದಣಿಯಾದ ಸಹಕಾರಿಗಳು ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ **GST Invoice** ನೀಡುವುದು. ಇನ್ನು ಜಿ.ಎಸ್.ಟಿ ಕಾಯ್ದೆಯಲ್ಲಿ ನೋಂದಣಿಯಾಗದ ಸಹಕಾರಿಗಳು **Supply Invoice** ನೀಡುವುದು. ಎಲ್ಲ ಸಹಕಾರಿಗಳು **Invoice** ನೀಡುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ. ಇದರ ಕುರಿತು ಹೆಚ್ಚಿನ ಮಾಹಿತಿ/ಸಲಹೆಯನ್ನು ತಮ್ಮ ಸಹಕಾರಿಯ ಲೆಕ್ಕ ಪರಿಶೋಧಕರಿಂದ ಪಡೆಯಬಹುದು.
29. ಹೆಚ್ಚಿನ ಮೊತ್ತದ ಇ-ಸ್ಟಾಂಪ್ ಪೇಪರ್ ವಿತರಿಸುವ ಸಮಯದಲ್ಲಿ, ಗ್ರಾಹಕರಿಗೆ ಪ್ರಿಂಟ್ ಪ್ರಿವ್ಯೂ ತೋರಿಸಿ ಅದರಲ್ಲಿ ಅವರ ಅನುಮೋದನೆ ಪಡೆದ ನಂತರವಷ್ಟೇ ಮುದ್ರಿಸಿ.
30. ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ.,ನ ತಾಂತ್ರಿಕ ದೋಷಗಳ ಸಮಯದಲ್ಲಿ ಮತ್ತು ಬ್ಯಾಂಕ್ ಸರ್ವರ್ ಸಮಸ್ಯೆಯಿಂದ ಇ-ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಪಡೆಯಲು ಸಾಧ್ಯವಾಗದಿದ್ದಲ್ಲಿ ಸ್ವಲ್ಪ ಸಮಯ ನಿರೀಕ್ಷಿಸುವುದು. 30

ನಿಮಿಷಗಳಿಗಿಂತ ಹೆಚ್ಚಿನ ಸಮಸ್ಯೆ ಆದಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ಮಿಂಚಂಚೆ ಕಳುಹಿಸುತ್ತದೆ. ಅಂತಹ ಸಮಯದಲ್ಲಿ ದೊಡ್ಡ ಮೊತ್ತದ ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸಬೇಡಿ

31. ಎಸಿಸಿಗೆ ಹೆಚ್ಚುವರಿ ಐಡಿ ಬೇಕಾದಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಸೂಕ್ತ ಲಗತ್ತಿನೊಂದಿಗೆ **Additional user ID Creation Form** ಕಳುಹಿಸಿ.
32. ಮುದ್ರಣ ಯಂತ್ರ **HP P2055D, HPM401D, Samsung M3320ND, CANON Image Class Model No: LBP226DW OR HP LaserJet Pro MFP 4004d** -ಮಾತ್ರ ಬಳಸಿ ಇ-ಸ್ವಾಂಪ್ ಮುದ್ರಿಸಿ.
33. ಪ್ರತಿ ಬಾರಿ ಕಾರ್ಟ್ರೇಜ್ ಖಾಲಿಯಾದಾಗಲೂ ಹೊಸ ಕಾರ್ಟ್ರೇಜ್‌ಗಳನ್ನು ಬಳಸಬೇಕು. ರೀಫಿಲ್ಡ್ ಕಾರ್ಟ್ರೇಜ್‌ಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಬಳಸಬೇಡಿ. **(refilled cartridges should not be used)**
34. ಎಸಿಸಿಯಲ್ಲಿ ಐಡಿ ಹೊಂದಿರುವ ಯಾವುದೇ ಸಿಬ್ಬಂದಿ ರಾಜೀನಾಮೆ ನೀಡಿದ ಸಮಯದಲ್ಲಿ ಅಂತಹ ಸಿಬ್ಬಂದಿಯ ಐಡಿಗಳನ್ನು **ID deactivation form** ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಕಳುಹಿಸಿ ನಿಷ್ಕ್ರಿಯಗೊಳಿಸುವುದು.
35. ಐಡಿ ಹೊಂದಿದ ಸಿಬ್ಬಂದಿಗಳ ಅನುಪಸ್ಥಿತಿಯಲ್ಲಿ ಅಂತಹ ಸಿಬ್ಬಂದಿಯ ಐಡಿಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಬಳಸದಿರಲು ಸೂಚಿಸಿದೆ.
36. ಇ-ಸ್ವಾಂಪ್ ಮುದ್ರಣಕ್ಕೆ 2 ಕಂಪ್ಯೂಟರ್‌ಗಳನ್ನು ಬಳಸುವುದು. ಕಾಲಕಾಲಕ್ಕೆ ಕಂಪ್ಯೂಟರ್ ಮತ್ತು ಪ್ರಿಂಟರ್‌ಗಳ ಸರ್ವಿಸ್ ಮಾಡಿಸುವುದು. ಬ್ರೌಸರ್ ಗೂಗಲ್ ಕ್ರೋಮ್ ಮಾತ್ರ ಬಳಸಿ.
37. ಇ-ಸ್ವಾಂಪ್ ಕೇಂದ್ರಕ್ಕೆ ಅನುಮತಿ ಪಡೆದ ವಿಳಾಸದಲ್ಲಿಯೇ ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸತಕ್ಕದ್ದು. ನಂತರದಲ್ಲಿ, ಇ-ಸ್ವಾಂಪ್ ಕೇಂದ್ರವನ್ನು ಸ್ಥಳಾಂತರಿಸುವುದಿದ್ದಲ್ಲಿ ವಿಳಾಸ ಬದಲಾವಣೆಗಾಗಿ ಕಡ್ಡಾಯವಾಗಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಪೂರ್ವಾನುಮತಿ ಪಡೆಯುವುದು.
38. ಗ್ರಾಹಕರ ಅನುಕೂಲಕ್ಕಾಗಿ ಅನುಚ್ಛೇದಗಳ ಪಟ್ಟಿಯನ್ನು(**List of Articles**) ಸಾರ್ವಜನಿಕರಿಗೆ ಕಾಣುವಂತೆ ಕಡ್ಡಾಯವಾಗಿ ಪ್ರದರ್ಶಿಸುವುದು.
39. ಒಮ್ಮೆ ಮುದ್ರಿಸಿದ ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್‌ನಲ್ಲಿ ಯಾವುದೇ ತಿದ್ದುಪಡಿ ಮಾಡಬಾರದು.
40. ಗ್ರಾಹಕರು ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್‌ಗಳನ್ನು ಯಾವ ಉದ್ದೇಶಕ್ಕಾಗಿ ಖರೀದಿಸಿರುತ್ತಾರೋ ಅವರು ಅದೇ ಉದ್ದೇಶಕ್ಕಾಗಿಯೇ ಬಳಸುವುದು. ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್‌ಗಳನ್ನು ವರ್ಗಾಯಿಸುವಂತಿಲ್ಲ.
41. ನಿಮ್ಮ ಮಿಂಚಂಚೆಗೆ ಬರುವ ಲೆಕ್ಕಗಳ ವರದಿಯನ್ನು ಪರಿಶೀಲಿಸಿಕೊಂಡು, ವ್ಯತ್ಯಾಸಗಳಿದ್ದಲ್ಲಿ, ಅದೇ ದಿನ ಮಧ್ಯಾಹ್ನ 2.30ರಿಂದ 5.30ರವರೆಗೆ ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಸೂಕ್ತ ಮಾಹಿತಿಯೊಂದಿಗೆ ಕರೆ ಮಾಡಿ ಸರಿಪಡಿಸಿಕೊಳ್ಳುವುದು.
42. ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಅನುಮತಿ ಪಡೆದು ಎಸಿಸಿಗಳನ್ನು ಪಡೆದ ಸಹಕಾರಿಗಳು ಅವುಗಳನ್ನು ಹೊರಗುತ್ತಿಗೆ ನೀಡುವಂತಿಲ್ಲ.
43. ಇ-ಸ್ವಾಂಪ್ ಪಡೆದ ಒಬ್ಬ ಗ್ರಾಹಕರ ಮಾಹಿತಿಯನ್ನು ಬೇರೆಯವರೊಂದಿಗೆ ಜೊತೆ ಹಂಚಿಕೊಳ್ಳುವಂತಿಲ್ಲ.

44. ಸಹಕಾರಿಯ ಎಸಿಸಿ ಕೇಂದ್ರದಲ್ಲಿ ಎಸಿಸಿಯ ಹೆಸರು, ವಿಳಾಸ, ದೂರವಾಣಿ ಸಂಖ್ಯೆ ಪ್ರದರ್ಶಿಸುವುದು. ಕಛೇರಿ ವೇಳೆಯನ್ನು ಪ್ರದರ್ಶಿಸುವುದು.
45. ಇ-ಸ್ಟಾಂಪ್ ವಿತರಣೆಗೆ ಪ್ರತ್ಯೇಕ ಇಂಟರ್‌ನೆಟ್ ವ್ಯವಸ್ಥೆ ಬಳಸುವುದು. ಇಂಟರ್‌ನೆಟ್ ಸ್ಪೀಡ್ ಕನಿಷ್ಠ 2 ಎಂಬಿಪಿಎಸ್ ಇರುವುದು.
46. ಇ-ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಮುದ್ರಣಕ್ಕೆ 80ಬಿಪಿಎಂ ಗ್ರಾತ್ರದ ಬಾಂಡ್ ಪೇಪರ್ ಬಳಸುವುದು.
47. ಗ್ರಾಹಕರಿಂದ ಪಡೆದ ಸೇವಾ ಶುಲ್ಕಕ್ಕೆ ಸೂಕ್ತ ಸ್ವೀಕೃತಿ ನೀಡುವುದು.
48. ರೂ.100/-ಕ್ಕಿಂತ ಹೆಚ್ಚಿನ ಮೊತ್ತದ ಇ-ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಮುದ್ರಣವಾಗದ ಪಕ್ಷದಲ್ಲಿ, ತಕ್ಷಣ ಎರರ್ ರಿಪೋರ್ಟ್ ಅರ್ಜಿ ಸಲ್ಲಿಸಿ ಮರು ಮುದ್ರಣ ಪಡೆಯುವುದು. ಒಮ್ಮೆ ಮಾತ್ರ ಈ ಅವಕಾಶವಿರುತ್ತದೆ.
49. ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಕಾಲಕಾಲಕ್ಕೆ ನಡೆಯುವ ಇ-ಸ್ಟಾಂಪ್ ತರಬೇತಿಯಲ್ಲಿ ಭಾಗವಹಿಸಿ, ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ.,/ ನೋಂದಣಾಧಿಕಾರಿಗಳ/ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಅಧಿಕಾರಿಗಳು ನೀಡುವ ನಿರ್ದೇಶನಗಳನ್ನು ಇ-ಸ್ಟಾಂಪ್ ಪೇಪರ್ ವಿತರಿಸುವ ಸಮಯದಲ್ಲಿ ಪಾಲಿಸುವುದು.
50. ಇ-ಸ್ಟಾಂಪ್‌ಗಳ ಮೊತ್ತದ ಮರುಪಾವತಿ ಅಧಿಕಾರ ಮತ್ತು ಅವುಗಳನ್ನು ರದ್ದುಪಡಿಸುವ ಅಧಿಕಾರ ಎಸಿಸಿಗಳಿಗಿಲ್ಲ.
51. ಇ-ಸ್ಟಾಂಪ್ ವಿಷಯದ ಮಾಹಿತಿಗಳ ಪಡೆಯಲು ಇಮೇಲ್ ಐಡಿಗಳು,

estampid@souharda.coop	ಹೊಸ ಎಸಿಸಿಗಳ ಪ್ರಾರಂಭದ ಕುರಿತು ಹೊಸ ಐಡಿ, ಆಡಿಷನಲ್ ಐಡಿ / ಐಡಿ ಡಿಆಕ್ಟಿವೇಟ್ ಸಂಬಂಧಿತ ವಿಷಯಗಳು.
estamppassword.error@souharda.coop	ಮುದ್ರಣವಾಗದ ರೂ.100/-ಕ್ಕಿಂತ ಹೆಚ್ಚಿನ ಮುಖಬೆಲೆಯ ಎರರ್ ರಿಪೋರ್ಟ್ ಕಳುಹಿಸಲು.
estampaccount@souharda.coop	ಇ-ಸ್ಟಾಂಪ್ ವ್ಯವಹಾರದ ಲೆಕ್ಕಪತ್ರಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳು
vijayashrip@souharda.coop	ಓಟಿಪಿ ಅಪ್ಲೇಟ್, ಅಗ್ರೀಮೆಂಟ್ ಕುರಿತು, ಸರ್ವಿಸ್‌ಫೀಟ್ ಕುರಿತ ವಿಷಯಗಳು.
www.souharda.coop	ಎಲ್ಲ ಮಾಹಿತಿಗಳನ್ನು ಇಲ್ಲಿ ಪಡೆಯಬಹುದು. (ಮಾಹಿತಿ ಕೈಪಿಡಿ) ಅನುಮತಿ ಪತ್ರದಲ್ಲಿಯೂ ಈ ವೆಬ್‌ಸೈಟ್ ನಮೂದಿಸಲಾಗಿದೆ.

52. ಇ-ಸ್ಟಾಂಪ್ ವಿತರಣಾ ಸಮಯದಲ್ಲಿ ಯಾವುದೇ ಗೊಂದಲಗಳಿದ್ದಲ್ಲಿ ಕರೆ ಮಾಡಬೇಕಾದ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ದೂರವಾಣಿ ಸಂಖ್ಯೆ:080-23378375-80.
53. ಇ-ಸ್ಟಾಂಪ್ ವಿತರಣೆಯ ಸಮಯದಲ್ಲಿ ಪಾಲಿಸಬೇಕಾದ ನಿಯಮಗಳನ್ನು ಕುರಿತು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ., ನೀಡಿರುವ ಸೂಚನೆಗಳು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ವೆಬ್‌ಸೈಟ್ ನಲ್ಲಿ ಪ್ರಕಟಿಸಲಾಗಿದ್ದು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಲು ಸೂಚಿಸಲಾಗಿದೆ ಈ ಕೆಳಗಿನಂತಿದೆ,

ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ., ನಿಂದ ನೀಡಿದ ಗ್ರಾಹಕರ ಅರ್ಜಿ ನಮೂನೆ, ಇದೇ ರೀತಿಯಲ್ಲಿ ಅರ್ಜಿ ಮುದ್ರಿಸಿ ಇ-ಸ್ವಾಂಪ್ ಮುದ್ರಿಸಿ ಗ್ರಾಹಕರಿಗೆ ಉಚಿತವಾಗಿ ನೀಡಬೇಕು, ಅರ್ಜಿಯಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಹೆಸರಿನ ನಂತರ ತಮ್ಮ ಸಹಕಾರಿಯ ಹೆಸರು ಮುದ್ರಿಸಬೇಕು

Sample of Customer application form-1

* MANDATORY PLACE TO BE FILLED IN CAPITAL LETTER



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ.
 KARNATAKA STATE SOUHARDA FEDERAL CO-OPERATIVE LTD.
 ನಿರ್ಮಾಣ ಭವನ ದಾ. ರಾಜ್‌ಕುಮಾರ್ ರಸ್ತೆ, 1ನೇ ಬ್ಲಾಕ್, ರಾಜಾಜಿನಗರ, ಬೆಂಗಳೂರು - 560010
 Toll/Fax : +080-23378375 - 23378380

Branch : SHRI SARASWATHI CREDIT SOUHARDA SAHAKARI LTD. YOUR ACC NAME

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಅರ್ಜಿ / E-Stamping Application Form

PLEASE FILL THE APPLICATION FORM IN BLOCK LETTERS

ACC ಮುದ್ದಾಂಕ ಕೇಂದ್ರ	Stamp Duty amount/ ಮುದ್ದಾಂಕ ಪುಟ್ಟ	Service Charges/ ಸೇವಾ ಪುಟ್ಟ
ACC ಕೆಡ ಮುದ್ದಾಂಕ ಕೇಂದ್ರ ಸಂಖ್ಯೆ	₹ 1 to 100	₹ 10
Application Date ಆವೇಶದ ದಿನಾಂಕ * / / 20 DATE OF ISSU	₹ 101 to 5000	₹ 15
Document Description ದಸ್ತವ ನಮೂನೆ (Article) *	Above ₹ 5000	Nil
	Stamp Duty Amount ಮುದ್ದಾಂಕ ಪುಟ್ಟ	ರೂ / ₹

ಆಸ್ತಿಯ ವಿವರ / Property Description (Not exceeding 100 Characters)

ಪ್ರತಿಭೂತ ಮೊತ್ತ / Consideration of property ರೂ / ₹

1ನೇ ಪಕ್ಷಗಾರರ ವಿವರ / Details of First Party (Name Not exceeding 50 Characters)

ಪೆಸರು / Name *

ವಿಳಾಸ / Address

ದೂರವಾರ್ತೆ ಸಂಖ್ಯೆ / Phone

ಜಾನ್ / PAN

ಪಿನ್ / PIN

2ನೇ ಪಕ್ಷಗಾರರ ವಿವರ / Details of Second Party (Name Not exceeding 50 Characters)

ಪೆಸರು / Name *

ವಿಳಾಸ / Address

ದೂರವಾರ್ತೆ ಸಂಖ್ಯೆ / Phone

ಜಾನ್ / PAN

ಪಿನ್ / PIN

ಮುದ್ದಾಂಕ ಪುಟ್ಟ ಪಾವತಿ ವಿವರ / Stamp Duty Payment Details

Stamp Duty Purchased by/ ಮುದ್ದಾಂಕ ಪುಟ್ಟ ಪಾವತಿದಾರರು *

Stamp Duty Paid by (Tick) 1ನೇ ಪಕ್ಷಗಾರರ 2ನೇ ಪಕ್ಷಗಾರರ

Type of Payment ಕಾಶ RTGS ಡಿ.ಡಿ. D.D. NEFT ಸೇ ಆರ್ಡರ್ ಸಂಖ್ಯೆ Pay-order Accounts Account Transfer

ಬ್ಯಾಂಕ್ / Bank	ಶಾಖೆ / Branch	D.D./Pay Order/RTGS Details	Cash Deposits/ ಕಾಶದ ಒಟ್ಟು Denomination	ರೂ / ₹
			1000 x	
			500 x	
			100 x	
			50 x	
			20 x	
			10 x	
			5 x	
			2 x	
			1 x	
Total/ಒಟ್ಟು				

(Rupees in Words) ರೂಪಾಯಿ (ಅಕ್ಷರದಲ್ಲಿ) *

The information given in this form is to the best of my knowledge and is correct, complete and truly stated. I have read and understood the instructions overleaf. I also acknowledge the receipt of stamp certificate.

ಈ ಮಾಹಿತಿ ಈ ಸೂತ್ರದಲ್ಲಿ ನೀಡಲಾಗಿದೆ ಮತ್ತು ನಿಜವಾಗಿಯೂ ಸರಿಯಾದದ್ದು. ನಾನು ಈ ಸೂತ್ರದ ಅರ್ಜಿಯನ್ನು ಓದಿ ಅರ್ಜಿಯನ್ನು ಸರಿಯಾಗಿ ಅರ್ಥೈಸಿಕೊಂಡಿದ್ದೇನೆ. ಅಂಚಿನ ಮುದ್ರಣದ ಸಾಧನವನ್ನು ಸಹಜವಾಗಿ ಸ್ವೀಕರಿಸುತ್ತೇನೆ.

FOR OFFICE USE ONLY

I verify that the Application Form is in order

To be filled by USER / ಬಳಕೆದಾರರ ಪೆಸರು

SUBIN/ ವಿನ್ಯಾಸ ಸಂಖ್ಯೆ SUBIN NO.

Signature / ಬಳಕೆದಾರರ ಸಹಿ

To be filled by SUPERVISOR / ಮೇಲ್ವಿಚಾರಕರು

Certificate Number / IN CERTIFICATE NO.

Signature / ಮೇಲ್ವಿಚಾರಕರ ಸಹಿ

Stamp Duty RECEIPT

ಮುದ್ದಾಂಕ ಪುಟ್ಟ ಪಾವತಿದಾರರ ಹೆಸರು / Stamp duty Payor Name

ಮುದ್ದಾಂಕ ಪುಟ್ಟ ಮೊತ್ತ / Stamp duty Amount

Q. D./ಸೇ ಆರ್ಡರ್ ಸಂಖ್ಯೆ / D.D./Pay order No.

ಬ್ಯಾಂಕ್ ಶಾಖೆಯ ಹೆಸರು / Bank Branch Name

ಮುದ್ರಣ ಮುದ್ರ / Counter Signature with Seal

Stamp Duty Paid by (Tick) 1ನೇ ಪಕ್ಷಗಾರರ 2ನೇ ಪಕ್ಷಗಾರರ

Type of Payment Cash RTGS D.D. NEFT Pay-order Account Account Transfer

Q. D./ಸೇ ಆರ್ಡರ್ ಸಂಖ್ಯೆ / D.D./Pay order No.

Shri Saraswathi Credit Souharda Sahakari Ltd.

Date / ದಿನಾಂಕ

NOTE: 1. Since the Stamp Certificates are not being generated, Payment cannot be collected or returned by KSFCL. For collection you need to get in touch with the competent Authority of the stamp Office by the State Government.
 2. The correctness of article type and stamp duty amount cannot be confirmed at the stamping counter.
 3. Cancellation charges are applicable as fixed by the state Government.
 4. Stamp duty amount should be returned off to the correct type.

ಕುರಿತು: 1. ಏಕೆಂದರೆ ಅಂಚಿನ ಮುದ್ರಣದ ಸಾಧನವನ್ನು ಸರ್ಕಾರದ ಅಧಿಕಾರಿಗಳು ನಿರ್ವಹಿಸುತ್ತಾರೆ, ಆದ್ದರಿಂದ ಅಂಚಿನ ಮುದ್ರಣದ ಸಾಧನವನ್ನು ಸರ್ಕಾರದ ಅಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು ಅಗತ್ಯವಿದೆ.
 2. ಅಂಚಿನ ಮುದ್ರಣದ ಸಾಧನವನ್ನು ಸರ್ಕಾರದ ಅಧಿಕಾರಿಗಳು ನಿರ್ವಹಿಸುತ್ತಾರೆ, ಆದ್ದರಿಂದ ಅಂಚಿನ ಮುದ್ರಣದ ಸಾಧನವನ್ನು ಸರ್ಕಾರದ ಅಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು ಅಗತ್ಯವಿದೆ.
 3. ರದ್ದತಿ ಶುಲ್ಕಗಳು ಸರ್ಕಾರದ ಅಧಿಕಾರಿಗಳಿಂದ ನಿಗದಿತವಾಗಿರುತ್ತವೆ.
 4. ಅಂಚಿನ ಮುದ್ರಣದ ಸಾಧನವನ್ನು ಸರ್ಕಾರದ ಅಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು ಅಗತ್ಯವಿದೆ.

ಗ್ರಾಹಕರು ಅರ್ಜಿ ತುಂಬುವಾಗ ಗಮನಿಸಬೇಕಾದ ಸೂಚನೆಗಳು ಕಡ್ಡಾಯವಾಗಿ ಅರ್ಜಿಯ ಹಿಂದೆ ಮುದ್ರಿಸಬೇಕು, 3 ಮತ್ತು 6ನೇ ಕ್ರಮ ಸಂಖ್ಯೆಯ ಸೂಚನೆಯಲ್ಲಿ ನಿಮ್ಮ ಸಹಕಾರಿಯ ಹೆಸರು ಮುದ್ರಿಸಿಕೊಳ್ಳಿ.

Sample of Customer application form-2

ಅರ್ಜಿ ಭರ್ತಿ ಮಾಡಲು ಸೂಚನೆಗಳು

Guidelines for filling the application form

1. ಅರ್ಜಿಯಲ್ಲಿ ಕೇಳಿರುವ ಮಾಹಿತಿಯನ್ನು ಪರಿಶೀಲಿಸಿ ಭರ್ತಿ ಮಾಡಿ.
Fill up the details after going through all the information specified in the application form.
2. ಅವಶ್ಯಕತೆ ಇರುವಲ್ಲಿ (✓) ಟಿಕ್ ಮಾಡುವ ಮೂಲಕ ಭರ್ತಿ ಮಾಡಿ.
Wherever required please put a tick mark (✓)
3. ಇ-ಸ್ತಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ಡಿಡಿ/ಪೇ-ಆರ್ಡರ್ ನಗದಾದ ನಂತರವೇ ನೀಡಲಾಗುವುದು. ಡಿಡಿ. / ಪೇ-ಆರ್ಡರ್ ಶ್ರೀ ಸರಸ್ವತಿ ಕ್ರೆಡಿಟ್ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿಯಮಿತ ಹೆಸರಿಗೆ ಬರೆಯುವುದು /ತರುವುದು.
D.D. Payorder should be drawn in favour of Shri Saraswathi Credit Souharda Sahakari Ltd.
E-Stamp certificate will be issued only after the realisation of DD/Pay order.
4. ಹಣ ಮರುಪಾವತಿ ಪರವಾಗಿ ಸಂಬಂಧಪಟ್ಟ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳನ್ನು ಸಂಪರ್ಕಿಸಬೇಕು.
For cancellation of a E-Stamp certificate the client has to go to the District Register's office and obtain refund.
5. ಹಣ ಪಾವತಿದಾರರ ಪರವಾಗಿ ಇನ್ನೊಬ್ಬ ವ್ಯಕ್ತಿ ಇ-ಸ್ತಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ಪಡೆಯಲು ಹಣ ಪಾವತಿದಾರರು ನೀಡಿದ ಸೂಕ್ತ ಪರವಾನಗಿ ಪತ್ರ ಹಾಜರುಪಡಿಸಬೇಕು.
If any other person is coming on behalf of the client, then he has to come with the authorization letter for collecting the E - Stamp Certificate.
6. ಶ್ರೀ ಸರಸ್ವತಿ ಕ್ರೆಡಿಟ್ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿಯಮಿತ ಇವರು ಇ-ಸ್ತಾಂಪಿಂಗ್ ಪಾವತಿಸಬೇಕಾದ ಶುಲ್ಕವನ್ನು ನಿರ್ಧರಿಸುವ ಅಧಿಕಾರ ಹೊಂದಿರುವುದಿಲ್ಲ. ಪಕ್ಷಗಾರರು ಮುದ್ರಾಂಕ ಶುಲ್ಕದ ಮೊತ್ತವನ್ನು ತಾವೇ ನಿರ್ಧರಿಸುವುದು.
Shri Saraswathi Credit Souharda Sahakari Ltd. is not responsible for fixing the stamp duty charges,
The stamp duty amount has to be calculated / confirm by the client only.
7. ಹಣ ಪಾವತಿಸಿಕೊಂಡು ಇ-ಸ್ತಾಂಪಿಂಗ್ ಮೂಲಕ ಒಮ್ಮೆ ನೀಡಲಾದ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ರದ್ದುಪಡಿಸಲಾಗುವುದಿಲ್ಲ.
As per the E - Stamping procedure once the certificate is issued it cannot be cancelled by Shri Saraswathi Credit Souharda Sahakari Ltd.
8. ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಆದೇಶದಂತೆ ಸೇವಾ ಶುಲ್ಕ ಅನ್ವಯಿಸುತ್ತದೆ.
Service Charges applicable as per the Government Order. Client can obtain receipt towards the service charges from the counter.



SHCIL

Stock Holding Corporation of India Ltd.

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road,
Bangalore - 560 027.

Phone : 080(STD)
22995236
22995246
22995249
Fax : 22995211

REF NO: ESTAMPING/ACC/11-12/01

Date:16/11/2011

To

The Nodal officer
KSSFC
Dr. Rajkumar Hood
Rajaj. Nagar, Bangalore.

Sir/Madam,

Sub: Instructions to be followed in e stamping -reg

All the ACCs & its members are requested to strictly implement the following while operating their e-Stamping counters. You are also requested to give us a letter in writing regarding the implementation of the following :

- Use of original cartridge for printing e-Stamps is mandatory. Please confirm to us regarding the usage of original cartridge in all your branches.
- It is mandatory to use Client requisition format prescribed by SHCIL.
- Display of address & office working hours outside the counter is mandatory. Govt has notified working hours between 10 a.m to 4 p.m. No customer should be denied of service if they visit the counter during these working hours.
- All the resigned, suspended users/supervisors ids are to be deactivated immediately.
- For printing e-Stamp certificate use of 80 to 100 GSM bond paper is mandatory. Any deviations in this regard will be viewed seriously.
- Sharing of password amongst the users is strictly prohibited.
- e-Stamp certificate must be issued in the name of individual or a Corporate.
- No correction on the e-Stamp certificate is allowed.
- Systems must be connected through UPS. Usage of direct raw power may lead to problems.
- Required assistance for the illiterate customer may be extended at the counters.
- Receipt for service charges collected needs to be given to clients.

-----2-----

[Signature]
17/11/11



Stock Holding Corporation of India Ltd.

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road,
Bangalore - 560 027.

Phone : 080(STD)
22995236
22995246
22995249
Fax : 22995211

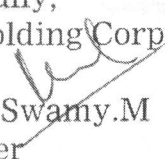
- Any official from Government may visit your counter for inspection. Full co-operation needs to be extended.
- All the client requisitions needs to be stored safely for minimum period of 3 years . These applications may be called for audit.
- Collection of service charges should be strictly as per the Govt Order. Any deviation to this will be viewed seriously.
- Client requisition has to be given to the clients free of cost.

You need to have inspection wing consisting of some senior officers who will have to monitor the activities of all branches in the State. Any violations to the estamping Rules the ACC owns the full responsibility for the deeds of their branches.

"You are once again requested to adhere to the guidelines given. Let us work together to make e-stamping a big success & serve the citizens of Karnataka proudly.

Thanking you

Yours faithfully,
For Stock Holding Corporation of India Ltd,


Raghvendra Swamy.M
Area Manager

CC TO:1. The Inspector General of Registration
And Commissioner of Stamps
2. SHCIL,MUMBAI.

18-Aug-2023

To

Nodal Officer
Karnataka State Souharda Federal Co op Ltd
Souharda Sahakari Soudha No 68
1st floor Between 17th&18th cross
Margosa Road
Bangalore-560055

Sub: ACC Activities/Inspection-reg

Greetings...!!

We take this opportunity to thank you and your Federtion for extending your support for carrying estamping activities efficiently in the State of Karnataka.

Further to make the estamping more user friendly and to ensure various compliances as per the Government Guidelines and also guidelines specified in Karnataka Stamp and Registration Act, please guide and instruct your ACC Centers to follow the **Do's and Dont's** which are shared mandatorely without any deviation. For your convenience , we are enclosing the Do's and Dont's list as a ready reference.

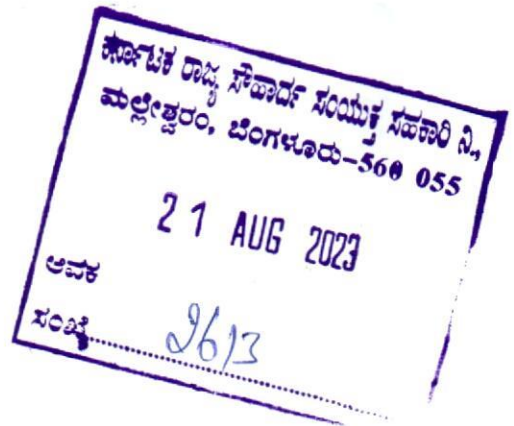
Please also note that there will be periodical inspection and auditing of estamping issuing centers from the Government Office and also from Stockholding. Any deviations in following the set eStamping rules will be viewed very seriously.

For Stockholding Corportion of India Ltd



Authorised Signatory

CC: Annexature attached



Stock Holding Corporation of India Limited®

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road, BANGALORE - 560 027.

Phone : 080-2299 5236 / 2299 5246 / 2299 5249, Fax : 2299 5211

Registered Office : 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai - 600 001.

CIN : U67190MH1986G01040506 | Visit us at : www.online.stockholding.com

Handwritten red text: "21/8/23 BSH"

DO's

- 1) Take test print every day morning before start of the operations.
- 2) Change Cartridge when it shows 80%.
- 3) Always keep spare Cartridge & Paper.
- 4) Use only 80 GSM quality Bond Paper for printing estamp certificate.
- 5) Service Charges to be collected strictly as per Govt Order & a receipt needs to be given to customer.
- 6) Recommended to have stand alone PC & Printer.
- 7) Preview for all High Value cases.
- 8) Signature on preview & Requisition/application, signature should match.
- 9) Shuffle the paper before loading into printer.
- 10) Display boards – Name, add, phone number & Timings.
- 11) Signature on application is mandatory.
- 12) Display of Articles list at Counters/Notice Board.
- 13) Display of Service Charges on Notice Board.
- 14) eStamping should be operational in the same address where you have approval.
- 15) Logout the session if not in use.
- 16) Prescribed application format needs to be used.
- 17) Each stamp paper should have separate Requisition/application.
- 18) In case of transfers, deactivate the ids & apply for fresh PW.
- 19) User & Supervisor has to write the request number on the client requisition.

DONT's

- 1) Do not connect Printer/System to Raw Power.
- 2) Do not expose printer to rainy weather
- 3) Strictly not to use refilled Cartridge.
- 4) Do not switch off the printer after giving print command.
- 5) No correction on the estamp after issuance.
- 6) No sharing of printer/system/OTP Password





ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು
ವಿಶೇಷ ಪತ್ರಿಕೆ

ಭಾಗ - IV-A	ಬೆಂಗಳೂರು, ಸೋಮವಾರ, ಮೇ ೪, ೨೦೦೯ (ವೈಶಾಖ ೧೪, ಶಕ ವರ್ಷ ೧೯೩೧)	ನಂ. ೨೨೧
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Revenue Secretariat

NOTIFICATION

No. RD 380 MUNOMU 2008, BANGALORE, Dated: 8th April, 2009

In exercise of the powers conferred under section 10 and section 68 of the Karnataka Stamp Act, 1957 (Karnataka Act, 34 of 1957), the Government of Karnataka hereby makes the following rules namely:-

RULES

CHAPTER- I - Preliminary

1. Title and commencement :- 1) These Rules may be called "The Karnataka Stamp (Payment of Duty by Means of e-stamping) Rules, 2009.

2) They shall come into force from the date of publication in the official Gazette.

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

- (a) "Act" means the Karnataka Stamp Act, 1957 (Karnataka Act no. 34 of 1957).
- (b) "Agreement" means the agreement executed under Rule 6:-
- (c) "Appointing authority" means the Inspector General of Registration appointed under section 3(1) of the Registration Act, 1908 and includes the Chief Controlling Revenue Authority under the Karnataka Stamp Act 1957.
- (d) "Approved Intermediary" / "Authorised Collection Center" / "Authorised Stamping Centre" shall mean and include an agent appointed by the Central Record Keeping Agency, with prior approval of the Chief Controlling Revenue Authority to act as an intermediary between the Central Record Keeping Agency, and the Stamp duty payer for collection of Stamp duty; and for issuing 'e' stamp certificates.
- (e) "Central Record Keeping Agency" means and includes an agency for computerization of stamp duty administration system appointed under Rule-4.

- (f) **“Department”** means the department of Stamps and Registration of the Government of Karnataka.
- (g) **“Depository Services”** means and includes depository related services rendered in de-mat account, trading account in respect of marketable securities, and other auxiliary services
- (h) **“e-Stamp”** means an electronically generated impression on paper to denote the payment of Stamp duty, by Central Record Keeping Agency.
- (i) **“Government”** means the Government of Karnataka
- (j) **“Grievance Redressal Officer”** means and includes the Deputy Commissioner of Stamps or any other officer not below the rank of Assistant Commissioner of stamps, authorised by the Chief Controlling Revenue Authority, to be Grievance Redressal Officer..
- (k) **“State”** means the State of Karnataka
- (l) **“Stamp Duty”** means the duty payable under the Act.

The words not defined in these rules shall have the same meaning as assigned to them in the Karnataka Stamp Act 1957 and the Registration Act 1908 (Central Act 16 of 1908) and the rules framed thereunder.

CHAPTER-II

Central Record Keeping Agency

3. Eligibility for appointment as Central Record Keeping Agency.- Any Public Financial Institution, Scheduled Bank, Body Corporate engaged in providing depository services appointed by Central Government or recognized by State Government 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 State or for the specified districts or places in the State from time to time, 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;

(b) by inviting technical and commercial 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 may be for five years or 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 I 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 execute an “Undertaking and Indemnity Bond” in FORM-2

7. Termination of appointment of Central Record 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 of any breach of obligation or term of agreement or financial irregularity or for any other sufficient reason such termination is justified according to the appointing authority.

(2) The decision to terminate the appointment under sub rule (1) shall be made-

- (a) after the Central Record Keeping Agency has been given one month's notice specifying the details of grounds for such termination and,
- (b) has been given a reasonable opportunity of being heard.

(3) The appointing authority, if he is of the opinion that the provisions of the Karnataka Stamp Act, 1957 have been violated, after following the procedure under the sub-rule (2), may also impose a penalty in accordance with the provisions of chapter VII of the said Act.

8. Renewal of appointment.- 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 before taking decision on the application may call for any information or record from the concerned offices or Central Record Keeping Agency or Authorised Collection Centre or any other person /institution/ authority, constituted under any law for the time being in force;

(3) The appointing authority, if satisfied may renew the term of appointment, made under rule 4.

(4) In the event of the appointing authority deciding to renew the appointment, a fresh Agreement in Form 1 and "Undertaking and Indemnity Bond" in Form 2, shall be executed by the Central Record Keeping Agency

(5) The appointing authority, may refuse the renewal of term of appointment

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, in consultation with the appointing authority, (including its connectivity with the main server), in specified districts or places such as the offices of sub-registrars, District Registrars /Deputy Commissioners of Stamps Authorised Collection Centers (the point of contact for payment of Stamp duty) and at other places in the State, as specified from time to time by the Appointing Authority .
- (b) Providing Training to the identified manpower/ personnel of the department of Stamps and Registration;
- (c) Facilitating selection of Authorised Collection Centres for, collection of Stamp duty and issuing e-stamp certificate.
- (d) Coordinating between the Central Server / Authorised Collection Centres (banks, etc.) and the offices of the Sub-Registrar, District Registrar/Deputy Commissioner of Stamps, or any other office or place in the state, as specified from time to time, by the Appointing Authority.

- (e) Collecting Stamp duty and remitting it to the prescribed Head of Account of the State in accordance with these rules.
- (f) Preparing and providing various reports as required under these rules and as directed by the Appointing Authority from time to time.

10. Commission / Discount allowable to the Central Record Keeping Agency.- 1)

The Central Record Keeping Agency will be entitled to such agreed percentage of discount / commission on the amount of Stamp duty collected by Approved Intermediaries / Authorised Collection Centres, not exceeding 0.65 percentage 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, only after deducting from the discount / commission the compulsory duties/taxes payable to the central/state Government.

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 and use such software, to indicate the following minimum details on the e-Stamp Certificate, and also for other requirements.

- a. Distinguished serial number /Unique identification number of the e-stamp Certificate so that it is not repeated on any other e-stamp certificate during the lifetime of the e-stamping system,
- b. Date and time of issue of the e-stamp certificate,
- c. Amount of Stamp duty paid through the e-stamp certificate, in words and figures,
- d. Name and address of the purchaser /authorized person of the e-stamp certificate,
- e. Names of the parties to the instrument,
- f. Brief description of the instrument on which the Stamp duty is intended to be paid,
- g. Brief description of the property which is subject matter of the instrument,
- h. User- id of the official issuing the e-stamp certificate.
- i. Code and location of the 'e-stamp certificate issuing branch' of the Central Record Keeping Agency or Authorized Collection Centre/Approved Intermediary .
- j. Any other distinguishing mark of the e-stamp certificate e.g. bar code/security code,
- k. Space for signature and seal of the 'e-stamp certificate issuing officer/ authorized signatory' of the Central Record Keeping Agency or Authorized Collection Centre/Approved Intermediary .
- l. Availability of facility to the sub-registrar / District Registrar (Deputy Commissioner of Stamps) to disable/lock the e-stamp certificate, to prevent the repeated use of any e-stamp certificate.
- m. Facility to cancel the 'spoiled/ unused or not required for use' e-stamp certificate,
- n. Providing for passwords and codes to the designated/authorized officials of the department to search and view any e-stamp Certificate and to access Management Information System and Decision Support System reports,
- o. Availability of details of the issued e-stamp Certificate on the e-stamping Server maintained by the Central Record Keeping Agency,
- p. Availability of different transaction details and reports relating to e-stamping, 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.

CHAPTER – IV

Authorized Collection Centers (ACCs)

12. Appointment of Authorized Collection Center or Approved Intermediary/Authorized stamping center. - The Central Record Keeping Agency shall appoint Authorized Collection Centers / Approved Intermediaries/Authorized stamping center, with the prior approval of the Appointing Authority, to act as an intermediary between the Central Record Keeping Agency and the Stamp duty payer for collection of Stamp duty and for issuing 'e' stamp certificate.

13. Eligibility for appointment of Authorized Collection Center,- Any Scheduled Bank, Financial Institution or undertaking controlled by Central or State Government Post Offices or such other agencies as approved by the Appointing authority shall be eligible for appointment as Authorized Collection Centre / Approved Intermediary/ Authorized stamping center,

14. Central Record Keeping Agency to collect Stamp duty,-All the offices / branches of the Central Record Keeping Agency or Authorized Collection Centers authorized in this behalf by the Appointing Authority, shall be entitled to collect the amount of Stamp duty from the Stamp duty payer. in districts / places as specified by the Appointing Authority from time to time.

15. Infrastructure.- The Approved Intermediaries/ Authorised Collection Centers shall be equipped with the required computer systems, printers, internet connectivity and other related infrastructure which are necessary to implement the e-stamping 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/Authorised Collection Centers/ Central Record Keeping Agency as the case may be.

17. Government to provide necessary hardware and infrastructure in the offices of the department,- The Government may provide available necessary Hardware and infrastructure at the offices of the Inspector General of Registration and Commissioner of Stamps, / Chief Controlling Revenue Authority, Sub-Registrars / District Registrars / Deputy Commissioner of Stamps or such other offices, authorised in this behalf, which would include a Personal Computer, printer, bar code scanner, internet connection as required for implementing the e-stamping system.

18. Termination of agency of Authorised 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 upon such direction, the Central Record Keeping Agency shall terminate the agency of such Authorized Collection Centre.

CHAPTER PART – V

Remittance of the Stamp duty to Government account

19. Central Record Keeping Agency to Remit the Stamp duty (less, the prescribed discount/commission) to Government account on next working day,- 1) The Central Record Keeping Agency shall be responsible to remit the consolidated amount of Stamp duty collected by its offices/ branches and by its Authorised Collection Centres to “0030-02-103-0-01 Non – Judicial” head of account or any other notified head of account of the State, in the manner prescribed hereunder.

(i) In case of stamp duty, 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 stamp duty (less, the prescribed discount/commission) to the prescribed head of account of the state, not later than the closing of the next working day, after the day of such collection of the amount of stamp duty.

(ii) In case of stamp duty, collected by way of pay order / Demand draft, the Central Record Keeping Agency shall remit the consolidated amount of stamp duty (less, the prescribed discount/commission) to the prescribed head of account of the state, not later than the closing of the second working day, after the day of such collection of the amount of stamp duty.

(2) The method of remittance of the amount of Stamp duty by the Central Record Keeping Agency to the prescribed head account of the State 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 Issue of e-stamp certificate

20. Application for e-stamp certificate.- Any person paying Stamp duty may approach any of the Approved Intermediaries;/ Authorised Collection Centres and furnish the requisite details in **FORM-3** along with the payment of Stamp duty amount, for getting the e-stamp certificate

21. Mode of payment of Stamp duty.- 1) The payment for purchase of e-stamp certificate may be made by means of cash, pay order, Bank draft, Electronic Clearing System, Real Time Gross Settlement or by any other mode of transferring funds as authorized by the Appointing Authority. .

(2) The Authorized Collection Center shall issue e-stamp certificate for the amount received through any of the modes of payments mentioned in sub-rule 1

(3) The Authorized Collection Center / Central Record Keeping Agency shall keep a daily account of e-stamp certificates issued in a Register to be maintained by them as prescribed in **FORM-5**

22. Issue of e-stamp certificate.- 1) The Authorised official of the Approved Intermediary shall, on the payment made under rule 21, enter the requisite information and details as provided by the applicant in the application 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-stamp certificate (vide Annexure-A1), take out its print, sign with date and affix his official seal on the print- out and issue the e-stamp certificate to the applicant.

(2) The ink to be used in the e-stamp Certificate printer must be non- washable permanent black.

23. Signature and seal on e-stamp certificate, Size of paper and only Regular employee to be designated as issuing officer,- 1) The signature and seal showing name and designation of the issuing officer and name and address of the branch of Approved Intermediary shall be made in black ink

(2) The e-stamp Certificate shall be printed on 80 GSM quality paper of the size 210 Mms. X 297 Mms. with a margin of 3.5 Cms. on the left and 1.5 Cms. on the right side of the page or such other appropriate margins as may be determined by the Appointing Authority

(3) The Approved Intermediary / Authorised Collection Centre shall ensure that the person who has been authorised to issue e-stamp Certificate, is a regular full time employee of the Approved Intermediary / Authorised Collection Centre, having suitable credentials.

24. Details of e-stamp Certificate to be on website.- The details of the issued e-stamp Certificate shall be made available on the e-stamping Server maintained by the Central Record Keeping Agency and shall be accessible to any person authorized by the Appointing Authority in this behalf, including the Sub Registrar, District Registrar/Deputy Commissioner of Stamps holding a valid code or password which shall be provided by the Central Record Keeping Agency;

25. Payment of additional Stamp duty.- If for any reason a person, who has an e-stamp Certificate of certain denomination issued for a document, needs to pay an additional Stamp duty on the same document, he may make an application in the prescribed format (FORM-3) along with the payment of such required amount of additional Stamp duty to the Approved Intermediary/ Authorized collection Center, in accordance with the provisions of the Act.

26. Issue of e-stamp Certificate for additional Stamp duty.- 1) The Approved Intermediary shall issue e-stamp Certificate for such additional Stamp duty on separate sheet of paper in the same way as laid down in rules 21 to 24

(2) The party to an instrument may, at his discretion, use impressed stamp(s) together with the e-stamp Certificate to pay stamp duty chargeable on such instrument under the Act. The use of one type of stamp shall not exclude the use of other type of stamp in the same instrument

27. Use of e-stamp certificate.- (1) Every instrument written upon paper stamped with an e-stamp Certificate shall be written in such manner that the e-stamp Certificate may appear on the face of the instrument, and a portion of the Instrument written below the "e-stamp" certificate, so that the 'e' Stamp Certificate can not be used for or applied to any other instrument

(2) No second Instrument chargeable with duty shall be written upon or using the 'e'-stamp certificate, upon which or using the same, an Instrument chargeable with duty has already been written

(3) Every instrument written in contravention of sub-rule (1) and (2) shall be deemed to be unstamped

28. The distinguished unique identification number of the e-stamp Certificate to be written on each page of the instrument.- The distinguished unique identification number of the e-stamp Certificate shall be written or typed at the top center of each page of the instrument

29. Registering officer to verify the details of 'e'-stamp certificate.- The Sub-registrar, District Registrar/Deputy Commissioner of Stamps shall verify the details of the e-stamp Certificate used in an instrument by entering its distinguishing unique identification number in the computer system by accessing the relevant website of the Central Record Keeping Agency by using the code/ pass word provided by the Central Record Keeping Agency and verify the details of the certificate with the details displayed on the system.

30. Sub-Registrar / District Registrar to disable the distinguishing serial number of the e - stamp certificate.- After verifying the details, the sub-registrar, District Registrar/Deputy Commissioner of Stamps shall disable or lock the distinguishing unique identification number of the e-stamp Certificate to prevent repeated use of such e-stamp certificate.

CHAPTER - VII Cancellation and refund of e-stamps

31. Procedure for refund of spoiled/ unused/ not required for use e-stamp certificate.- The State Government / Chief Controlling Revenue Authority / Deputy Commissioner of stamps may, on an application in the prescribed format (Form-4) accompanied with the original 'spoiled or misused unused or not required for use e-stamp certificate', if satisfied as to the facts & circumstances of the case, make allowance for such e-stamp Certificate in accordance with the provisions of sections 47 to 52-A contained in Chapter V of 'the Act' and the rules 16 & 17 of the Karnataka Stamp Rules, 1958, framed under the Act.

32. The Deputy Commissioner of Stamps to cancel the e-stamp certificate and refund its amount. 1) The Deputy Commissioner of Stamps after such verification shall cancel the verified e-stamp Certificate, endorse the fact of cancellation on the e-stamp Certificate with his signature and seal and refund the amount as required in the said Act and disable or lock such e-stamp certificate.

(2) The Deputy Commissioner of Stamps shall maintain a record of such cancelled e-stamp Certificates in his office and send the details of the same to the Chief Controlling Revenue Authority, in the first week of every month.

(3) The refund, if any, under sub-rule (1) shall be made by the Deputy Commissioner of Stamps only by means of Treasury cheque drawn in favour of the person in whose name the e-stamp Certificate was issued.

CHAPTER - VIII Inspections, audit and appraisal of the performance of the system

33. Who may inspect.- 1) The Deputy Commissioner of Stamps or any authorized officer of the department and any private or public sector technical cum audit expert/ agency duly authorised by the Chief Controlling Revenue Authority in this behalf may inspect all or any of the branches / offices of the Central Record Keeping Agency and Approved Intermediaries /Authorized Collection Center located within its jurisdiction as prescribed in the "Schedule of Inspections" vide Annexure- 1.

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

(3) The Accountant General Karnataka may also conduct annual audit of the receipts and remittances made by the Central Record Keeping Agency.

34. Schedule of Inspections and audit.- All or any of the branches/ offices of the Central Record Keeping Agency and Approved Intermediaries in the State may be inspected and audited, as far as possible, according to the Schedule of Inspections referred to in rule 33 .

35. Central Record Keeping Agency / Authorised 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

Stamp duty relating to any period and the concerned Central Record Keeping Agency or Approved Intermediary shall be bound to provide such information.

36. 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 his inspection report to the Appointing Authority /Chief Controlling Revenue Authority.

37. Chief Controlling Revenue Authority / Appointing Authority to take appropriate action.- The Chief Controlling Revenue Authority on receipt of such inspection report may take appropriate action including imposition of penalty in accordance with Chapter VII of the Act and or termination of appointment of Central Record Keeping Agency or the Authorised Collection Centre if so warranted by the circumstances, after giving an opportunity of being heard .

CHAPTER – IX

Penalty for omissions and violations

38. Penalty for delay in remittance to government account.- In case the Central Record Keeping Agency fails to remit the amount of Stamp duty collected within the period as stipulated in rule 19, the Central Record Keeping Agency shall be liable, as specified in the terms of the agreement (in form-1) being entered into between the Chief Controlling Revenue Authority and the Central Record Keeping Agency, to pay, along with the collected amount of Stamp duty, an interest amount calculated @ 12 % per annum on the amount of stamp duty 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.

39. Resolve of disputes and place for resolving disputes.-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 Bangalore.

CHAPTER - X - Arbitration

Public Grievance redressal system

40. Grievance Redressal Officers.- 1) The Appointing Authority may designate District Registrar / Deputy Commissioner of Stamps or any other officers of the department not below the rank of Assistant Commissioner of Stamps to be 'Grievance Redressal Officers' to enquire into the complaints received against the misconduct or irregularities of the Central Record Keeping Agency or its Authorised Collection Centres or any other official related with the implementation of the e-stamping system.

(2) These Grievance Redressal officers will be allocated specified districts/places for entertaining the complaints.

41. Complaint to Grievance Redressal officer.- Any person who has any grievance against the services of the Central Record Keeping Agency or any of its Authorised Collection Centre or any other official related with the implementation of these rules, may make a complaint to the concerned Grievance Redressal officer.

42. 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.

43. Appointing Authority / Chief Controlling Revenue Authority to take appropriate action on enquiry reports.- 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.

CHAPTER – XI**Management Information System (MIS)/ Decision Support System (DSS)**

44. Central Record Keeping Agency to furnish reports to the department.- The Central Record Keeping Agency shall be responsible to furnish the following information reports to the Chief Controlling Revenue Authority and to any other officers specified in this behalf:

- (i) Audit reports; - tracking of all system based actions performed by users of branches/ offices of the Central Record Keeping Agency and the Authorised Collection Centers pertaining to any specified day or period.
- (ii) Payment reports;- total collection report of all branches/offices of the Central Record Keeping Agency and the Authorised Collection Centres pertaining to any specified day or period.
- (iii) Additional Stamp duty certificate reports;- for all the branches/ offices of the Central Record Keeping Agency and Authorised Collection Centres pertaining to any specified day or period
- (iv) Disabled (locked) e-stamp Certificate report; – relating to all the Offices of sub-registrars, District Registrars / Deputy commissioners of Stamps or such places / districts of the state where this system is in force, pertaining to any specified day or period
- (v) Remittance reports; – the state wise daily, weekly, fortnightly and monthly or desired period details of the remittances made by the Central Record Keeping Agency into the Government account.
- (vi) Report of cancelled e-stamp Certificates relating to any period of all the districts.
- (vii) Any other report or information as may be required by the Chief Controlling Revenue Authority from time to time.

Appendix

Forms under these Rules-

1. Form-1-Agreement with Central Record Keeping Agency -(see rule 6).
2. Form-2-Indemnity Bond by Central Record Keeping Agency -(see rule 6).
3. Form-3-Application for e-stamp-(see rule 20 & 25).
4. Form 4-Application for refund of Stamp duty-(see rule 31).
5. Form 5-Register regarding daily postings of applications for e-stamp certificates and e-stamp certificates issued; to be maintained by the Authorized Collection Center/Central Record Keeping Agency.(See Rule 21(3)).
6. Form 6- Register regarding daily stamp duty collected and remitted to Government; to be maintained by the Central Record Keeping Agency.(See Rule 19(3)).

Annexures-

Annexure-1-Schedule of audit and inspections-(see rule 33).

Annexure-A Service Level Agreement (see Rule 6)

Annexure-A1-“e”-stamp certificate” (see rule 22).

By order and in the name of the Governor of Karnataka,

T.K.RAMACHANDRA

Under Secretary to Government
Revenue Department
(Stamps and Registration)

Annexure – 1

**SCHEDULE OF INSPECTIONS AND AUDIT
OF THE CENTRAL RECORD KEEPING AGENCY AND THE AUTHORISED COLLECTION
CENTRES
(See Rule 33)**

Sl. No.	Name of the authority/ agency	Jurisdiction	Frequency of inspection	Points of inspection	Whom to submit the report
1	Deputy Commissioner of Stamps / District Registrar	Within the registration District.	Bi-Monthly	Shall Verify the collections made by Central Record Keeping Agency / Authorised Collection Centres and the e-Stamp certificates issued.	The Chief Controlling Revenue Authority in Karnataka, Bangalore.
2	Assistant Commissioner of Stamps/Head Quarters Assistant to the District Registrar	within the Registration district	Monthly	Shall Verify the collection of stamp duty (from e-stamp certificates) of the Authorised collection Centres with the remittance figures of the Central Record Keeping Agency	The Chief Controlling Revenue Authority in Karnataka, Bangalore
3	Technical cum Financial Expert / Agency	Whole of the State	Quarterly	Shall Verify; (i) the overall collections made by the Central Record Keeping Agency / the Authorised Collection Centers and verify the same with the remittances made by Central Record Keeping Agency to the Government Account; (ii) the Technical Working and fairness of accounting of the e-stamping system	The Chief Controlling Revenue Authority in Karnataka, Bangalore.

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

Form - 1
(See Rule 6)

AGREEMENT

THIS AGREEMENT is entered on this _____ day of _____ **200**__.

BETWEEN

The Chief Controlling Revenue Authority, having his office at No. 720, 46th Cross, 8th Block, Jayanagar, Bangalore (hereinafter referred to as the **CCRA**, which expression shall include Government of Karnataka and his successors in office), of the One Part,

AND

(. **name of the Central Record Keeping Agency**.)having their Registered office at and branch office at _____ through Shri _____ (hereinafter called "**CRA**", which expression shall include its successors and assigns, representatives) of the Other Part.

"The CCRA and "CRA" are together referred to as "the Parties" and either of them as "the Party".

WHEREAS, after due bidding process (..name of the Company / SHCIL.) was selected to act as Central Record Keeping Agency (CRA) for the Computerized Stamp duty administration system (**C-SDAS**); and to devise a mechanism of electronic method of collection of Stamp duty vide letter F.No. 16/1/20040CY1, Dated 28th December 2005 of Govt. of India.

AND WHEREAS the Government of India Ministry of Finance, Department of Economic affairs in the said letter has also authorized **the CRA** to undertake various services in States against a payment of 0.65% (as commission/discount) of the value of Stamp duty collected through e-stamping mechanism;

AND WHEREAS pursuant to the said notification, (..name of the Company / SHCIL.) has approached the Government for implementing the e-stamping mechanism in the State.

AND WHEREAS the State has approved and authorised (...name of the CRA Company/)to be their CRA vide Government intimation datedfor the proposed C-SDAS in the State on the terms and conditions specified in this Agreement.

AND WHEREAS (..name of the CRA Company/.) will develop a system for the payment of Stamp duty by the client / ultimate user, with prior approval of the CCRA, through Approved Intermediaries hereinafter called Authorised Collection Centres (ACC's).

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

1. Appointment of (. . . name of the Company.) as CRA :-

1.1 The CCRA, hereby appoints (..name of the Company..) 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-stamping project, in the entire State.
- (ii) To facilitate selection of Approved Intermediaries for the e-stamping and collection of Stamp duty.
- (iii) To act as a Co-ordinator between the office of the CCRA, Sub-Registrars and District Registrars / Deputy Commissioner of Stamps and Approved Intermediaries.
- (iv) Collection of stamp duty and generation of E-stamp Certificates through the computer systems.

- (v) Effecting remittances of the collected amount of Stamp duty to the State and reconciliation of accounts.

1.2. The Parties may by mutual consent modify or withdraw any of the scope of appointment or effect any changes therein depending upon the public policy of the State and exigencies of business.

2. TERRITORY

The territory covered under this Agreement will be the entire State or such lesser number of specified districts as may be specified by the CCRA.

3. **Appointment of Approved Intermediaries i.e. ACC's : (...name of the Company appointed as CRA..)** shall appoint Approved Intermediaries on such terms as decided by **(..name of the Company appointed as CRA..)** with prior approval of the CCRA.

3.2 Amongst the Approved Intermediaries, the ACCs could preferably be a scheduled bank, financial institution, post office, Insurance Regulatory Development Authority (IRDA) recognized insurance company or any / institution as approved by the CCRA.

3.3 All the offices of **(...name of the Company appointed as CRA..)** in the State on need base will also do the collection of Stamp duty under intimation to the CCRA.

3.4 All such Approved Intermediaries shall be equipped with the required computerization, laser printers, internet connectivity and other regular infrastructure to implement the e-stamping 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 an identification number and a confidential password. This Unique Identification Number and Password will be allotted by **(...name of the Company appointed as 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 a e-Stamp Certificate with the Distinguishing serial number which will be attached to the document. The details of the e-Stamp Certificate will be available on the e-stamping Server (e-ss.) .

3.7 In providing the services under this Agreement, the CCRA in consultation with **(..name of the Company appointed as CRA..)** may make rules or issue guidelines regarding the appointment of the Approved Intermediaries & other terms and conditions

4. EES / COMMISSION

4.1 For the above services to be provided by **(..name of the Company appointed as CRA...)**, the **(...name of the Company appointed as CRA....)** shall be entitled from the State a commission/discount of 0.65 % of the Stamp duty collected through e-stamping mechanism. **(..name of the Company appointed as CRA....)** will deduct this commission towards their fees from the Stamp duty collection prior to remitting the balance amount into the State Government Account. The Commission so deducted shall be inclusive of the compulsory taxes / duties payable by the CRA to the Central / State Government.

5. MODE OF REMITTANCE TO STATE GOVERNMENT

5.1 The proposed e-stamping system will allow both collection and transfer of Stamp duty paid.

5.2 The aforesaid remittances shall be effected only to the designated account "0030-02-103-0-01 Stamp Non-Judicial" of the Government through Real Time Gross Settlement

(RTGS), ECS, Challan, bank transfer or such other mode as may be decided by the Parties from time to time.

- 5.3** (**..name of the Company appointed as CRA..**) shall be responsible for payment to the Government, of the amounts which are collected towards the download of stamps through the Approved Intermediaries. Such payment shall be made to the designated account “0030-02-103-0-01 Stamp Non-Judicial” of the Government, in accordance with rule 19 of the Karnataka Stamp (payment of duty by means of e-stamping) rules 2009.
- 5.4 The CRA undertakes that, in case, it fails to remit the amount of Stamp duty collected within the period as stipulated in rule 19 of the above said rules, the CRA shall be liable to pay, along with the collected amount of Stamp duty, an interest amount calculated @ 12.00 % per annum on the amount of stamp duty 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; as per rule 38 of the said rules

6. PROPOSED SYSTEM

- 6.1 Detailed structure of the proposed system, including flow diagrams and salient features, schematic view of connectivity envisaged, systems and procedures to be followed by end users and format of proof of payment / certificate to be issued to client/ultimate users is given in the “Service Level Agreement” (SLA) which is attached as Annexure ‘A’ to this Agreement.
- 6.2 The CCRA will make available necessary Hardware and infrastructure at the office of the CCRA, offices of Sub-Registrars and District Registrars / Deputy Commissioner of Stamps (or such other designated offices) which would include a printer, PC, bar code scanner, internet connection, in consultation with the CRA (**..name of the Company appointed as CRA. . . .**)
- 6.3 The CRA shall design and develop such software that the following minimum details are shown on the e-stamp Certificate –
- a. Distinguished serial number /UIN(unique identification number)of the e-stamp Certificate so that it is not repeated on any other e-stamp certificate during the lifetime of the e-stamping system,
 - b. Date and time of issue of the e-stamp certificate,
 - c. Amount of Stamp duty paid through the e-stamp certificate, in words and figures,
 - d. Name and address of the purchaser /authorized person of the e-stamp certificate,
 - e. Names of the parties to the instrument,
 - f. Brief description of the instrument on which the Stamp duty is intended to be paid,
 - g. Brief description of the property which is subject matter of the instrument,
 - h. User- id of the official issuing the e-stamp certificate.
 - i. Code and location of the ‘e-stamp certificate issuing branch’ of the Central Record Keeping Agency or Authorized Collection Centre/Approved Intermediary .
 - j. Any other distinguishing mark of the e-stamp certificate e.g. bar code/security code,
 - k. Space for signature and seal of the ‘e-stamp certificate issuing officer/ authorized signatory’ of the Central Record Keeping Agency or Authorized Collection Centre/ Approved Intermediary .

- l. Availability of facility to the sub-registrar / District Registrar (Deputy Commissioner of Stamps) to disable/lock the e-stamp certificate, to prevent the repeated use of any e-stamp certificate.
- m. Facility to cancel the 'spoiled/ unused or not required for use' e-stamp certificate,
- n. Providing for passwords and codes to the designated/authorized officials of the department to search and view any e-stamp Certificate and to access Management Information System and Decision Support System reports,
- o. Availability of details of the issued e-stamp Certificate on the e-stamping Server maintained by the Central Record Keeping Agency,
- p. Availability of different transaction details and reports relating to e-stamping, 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.

7. COMPATIBILITY WITH THE REGISTRATION SYSTEM

- 7.1 The Office of CCRA, Offices of Sub-Registrars and District Registrars / Deputy Commissioner of Stamps and such other offices as the CCRA may authorise in this behalf, will have access to the Central Server through internet connectivity.
- 7.2 The authorized officers (as mentioned in 7.1 above) of the State will have access to the e-ss through internet using user id & password issued by (**...name of the Company appointed as CRA..**). After login, such authorized officers will be able to view the e-Stamp Certificates by accessing the e-ss.
- 7.3 The offices of the Sub-Registrars, District Registrars / Deputy Commissioner of Stamps or such other offices authorised in this behalf, shall ensure that the prescribed amount of Stamp duty on the documents has been paid for the transaction. After verification, the Registering officer by logging into the e-ss through user Id & password shall disable (lock) the e-Stamp Certificate on the documents presented for registration.

8. HARDWARE REQUIREMENTS :-

- 8.1 The use of e-ss will warrant the use of the required configuration of computer system with requisite operating system and laser printers specified by (**...name of the Company appointed as CRA..**) with proper internet connectivity by the user. The configuration of the computer systems, internet connectivity, laser printers, barcode readers or any other Hardware infrastructure should meet the specifications of (**...name of the Company appointed as CRA..**) and which may be subject to change with prior intimation to CCRA.

9. GENERAL OBLIGATIONS

- 9.1 All payments for stamp duties made and received from all clients and/or Approved Intermediaries shall be recorded on a day- to- day basis by (**...name of the Company appointed as CRA..**) and in turn reported to the State in following and such other form as maybe determined in mutual consultation between the CCRA & (**...name of the Company appointed as CRA..**)
 - (i) **Audit reports** - tracking of all system based actions performed by users of branches/ offices of the CRA and the ACCs pertaining to any specified day or period.
 - (ii) **Payment reports** : Total collection of Stamp duty report of every branch/ office of the CRA and the ACC pertaining to any specified day or period.
 - (iii) **Additional Stamp duty certificate reports** : for all or any of the branches/ offices of the CRA and ACCs pertaining to any specified day or period.

- (iv) **Disabled e-stamp Certificate report** – relating to all or any of the sub-registrars / District registrars / Deputy Commissioner of Stamps of such districts, where this system is in force, pertaining to any specified day or period.
- (v) **Remittance reports** - Daily, weekly, fortnightly and monthly or desired period details of the remittances made by the CRA into the Government account..
- 9.2 The CCRA shall set up and provide information that will enable the Approved Intermediaries or the client who is liable to pay Stamp duty to ascertain the exact amount of Stamp duty that is payable on a particular instrument. Further, the CCRA will also provide the necessary information with respect to the amount of the Stamp duty to be paid for the documents pertaining to immovable properties on the basis of their details. Such information provided will be updated by the Government/CCRA as per the Registration Act, 1908 (Act no. 16 of 1908) and the Karnataka Stamp Act, 1957 (Act no. 34 of 1957) the current rules and regulations and amendments carried out to them from time to time and a link from the Government / CCRA's site to e-ss. Such information provided on e-ss will be for the guidance of clients/users and **(..name of the Company appointed as CRA. . .)** will not be responsible for correctness of the information.
- 9.3 The CCRA will be able to access the data through internet by using user id and password.
- 9.4 **(..name of the Company appointed as CRA..)** shall enable CCRA to extract the MIS and DSS reports as provided in para 9.1 above from the data captured on the e-ss via internet.
- 9.5 The requirement of the MIS may be further crystallized and mutually agreed. The CCRA will provide any changes to the master lists to **(..name of the Company appointed as CRA..)** for updating the information in e-stamping system from time to time.
- 9.6 It will be the responsibility of the offices of the Sub-Registrar, District Registrar / Deputy Commissioner of Stamps and such other officers as the CCRA may decide, to verify about the authenticity of the e-Stamp Certificate and adequacy of the Stamp duty paid.
- 10. TRAINING OF THE PERSONNEL AT THE REGISTRAR'S OFFICES AND OF THE STATE**
- 10.1 **(..name of the Company appointed as CRA..)** shall provide suitable and adequate training, to such of the Government personnel as the CCRA 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 State by SHCIL will be free of cost for the first time to the candidates suggested by the CCRA, which may be upto to 10 or such other mutually agreed greater number of officials.
- 10.3 **(.....name of the Company appointed as CRA..)** may assume that the trainees have the required skills, knowledge and 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 the CCRA. **CRA** shall provide one trainer to conduct the training over a maximum period of one (1) week. For the avoidance of doubt, CCRA will be responsible for arranging and providing all the necessary facilities, equipment and premises required for conducting the training.
- 10.5 At periodic intervals to be mutually decided by **(..name of the Company appointed as CRA..)** and the CCRA, **(..name of the Company appointed as CRA..)** shall provide additional training on any up-gradation, modification to the system. **(..name of the Company appointed as CRA..)** may also provide refreshers courses to the various participants if required by the CCRA.
- 10.6 Any training to the Approved Intermediary or end user shall be charged separately to the Approved Intermediary by **(..name of the Company appointed as 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 may be renewed in mutual consultation between the parties. The CCRA will be at liberty to take over the operation of the e-stamping system after the initial period of 5 years if they so choose and / or may retain the services of (**...name of the Company appointed as CRA..**) for a further period based on mutual agreement.
- 11.2 On termination of Operation of e-stamping by the CCRA, (**...name of the Company appointed as CRA..**) will be required to transfer the data generated during the period of appointment to the Government. After the termination of the appointment of the CRA, the latter shall not in any way use or cause to be used the data generated during the period of appointment for its business or any purpose whatsoever.
- 11.3 (**...name of the Company appointed as CRA..**) will not provide, transfer or share any Hardware, Software or any other technical details with respect to the e-stamping project undertaken by it in the State to anybody, except the duly appointed ACC, without written permission or authority of the CCRA.

12. EFFECTIVE DATE

This agreement shall be effective from the date of its signing by the parties or such other date as fixed by the CCRA, hereinafter called the 'effective date'. The period of five years shall be calculated from the effective date.

13. EXCLUSIVITY

The appointment of (**...name of the Company appointed as CRA..**) as the CRA for the State shall be exclusive and CCRA will not appoint any other CRA for e-stamping during the period of validity of this agreement.

14. CHANGE OF CRA

After the expiry of the initial or renewed term of appointment, the CCRA will be at liberty to avail the services / facilities of e-stamping for part or whole of the State from any agency of its choice and the (**...name of the Company appointed as CRA..**) shall have no objection to it.

15. THE GOVERNMENTS RESONSIBILITY

The Government /CCRA shall be responsible for providing on timely basis all information, decision making and approvals under its control and resources required at offices of Sub-Registrar, District Registrar / Deputy Commissioner of Stamps or at any other offices authorized in this behalf, which may be reasonably required from time to time for the performance of this agreement. The Government / CCRA acknowledges that any delay to provide such information, decision-making and approvals may result in delays in implementing this agreement.

16. ARBITRATION

- 17.1 All disputes and differences between the parties under this agreement shall as far as possible, be settled amicably and failing that all such disputes shall be referred to arbitration under the provisions of the Indian Arbitration and Conciliation Act, 1996.
- 17.2 The place of arbitration shall be at Bangalore.

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

SIGNED, SEALED AND DELIVERED]

By the CCRA (in Karnataka) Bangalore.]

_____]

in the presence of :]

(i) Signature]

Name,

Official designation,

Address,

(ii) Signature]

Name,

Official designation,

Address,

SIGNED, SEALED AND DELIVERED]

by the within named (**..name of the**

Company appointed as CRA..) by]

Shri -----]

its authorised official.]

in the presence of :]

(i) Signature]

Name,

Official designation,

Address.]

(ii) Signature]

Name,

Official designation,

Address.

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

Annexure – A
(See Rule 6)

SERVICE LEVEL AGREEMENT

THIS AGREEMENT is made this.day of.at Bangalore between the CCRA in Karnataka Bangalore, for and on behalf of the Government of Karnataka (hereinafter referred to as the Appointing Authority/CCRA) and **Stock Holding Corporation of India Limited**, (SHCIL)/CRA (Central Record Keeping Agency) a Company incorporated under the Companies Act, 1956, with its registered office at **Mittal Court 'B' Wing, 2nd floor, 224, Nariman Point, Mumbai-400021** (herein referred to as "Stock Holding Corporation of India Limited.", / CRA / Service Provider).

WHEREAS the State of Karnataka is desirous of implementing the Computerized stamp duty Administration system (C-SDAS) for the Stamps and Registration Department of the State of Karnataka.

AND WHEREAS the C-SDAS in particular will allow issuance of e-Stamp Certificates electronically.

AND WHEREAS SHCIL/CRA/SP (Service provider) agreed to develop and implement the C-SDA System for the State of Karnataka and also to act as the Central Record Keeping Agency (CRA) for the C-SDA System.

AND WHEREAS the parties have signed a Agreement dated for the purpose of rendering the services of e-stamping and one of the conditions of the said agreement is that a Service Level Agreement will be executed between the parties.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES:

1. Duration of the Agreement

This agreement shall be continuous with the main agreement dated between the parties.

2. Services to be provided by SHCIL/CRA/SP

2.1 The Appointing Authority / CCRA hereby appoints SHCIL and the SHCIL/CRA/SP accepts the appointment subject to the terms of this Agreement and the agreement dated to provide the following services:


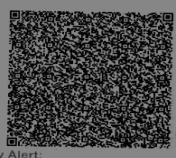
- a) Operation of the C-SDA System:
- b) Customization of the C-SDA system, and
- c) CRA Services.

3. Operational Modalities.

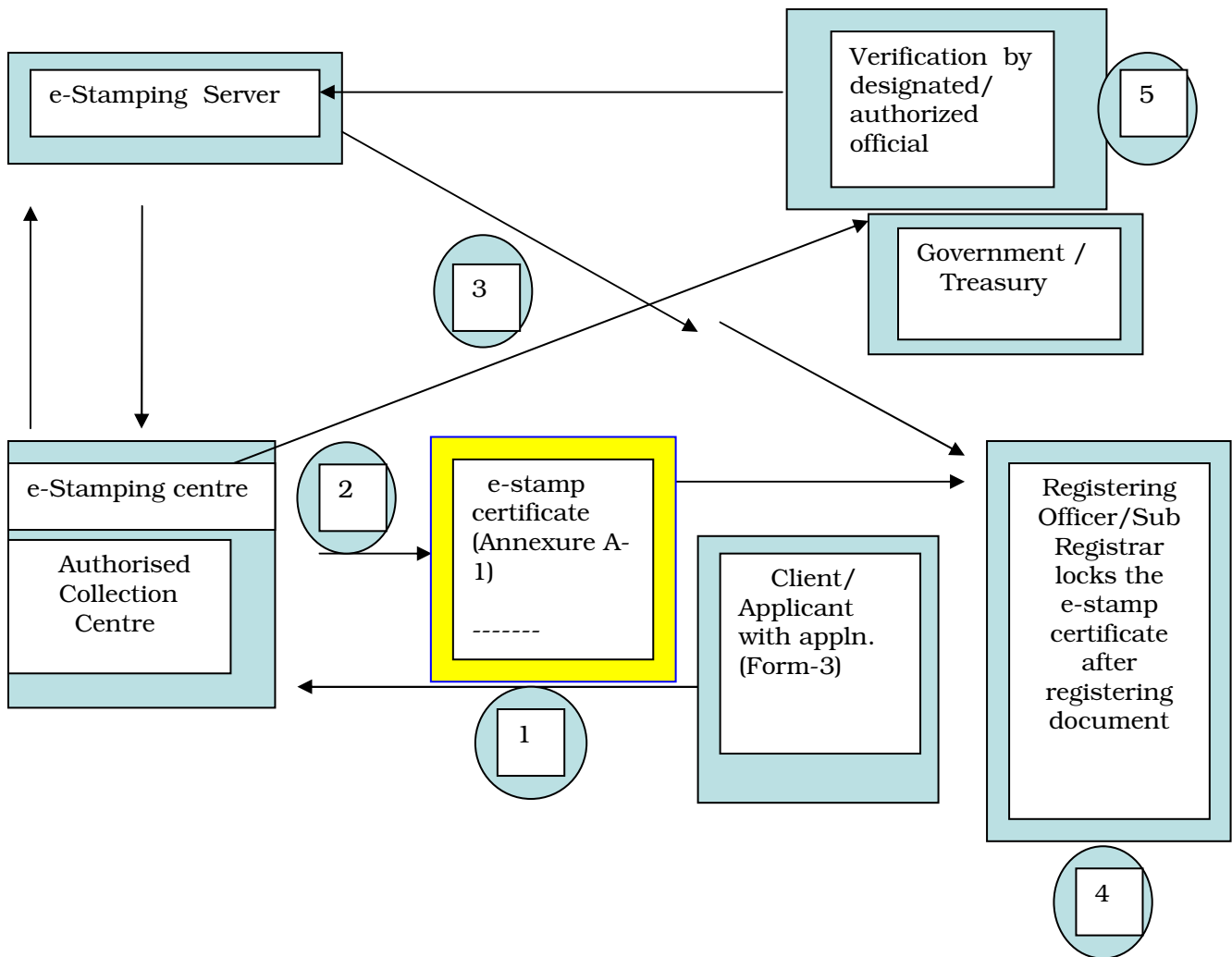
The procedure to be followed by the ACC/CRA is explained herein below.

The format of the proof of payment shall be in the form of e-Stamp Certificate, which is given as Annexure A-1.

Annexure - A-1
(See Rule 22)

 सत्यमेव जयते	INDIA NON JUDICIAL Government of Test State e-Stamp
Certificate No. Certificate Issued Date Account Reference Unique Doc. Reference Purchased by (Name & addition)	: IN-TS00132435056242G : 15-Feb-2008 05:45 PM : NONACC (FI)/ testrajkot/ THANE OFFICE/ MH-NG : SUBIN-TSTESTRAJKOT00144721886441G : Jayesh Vegad
Stamp Duty Amount (Rs.)	: 10 (Ten only)
	Testing
<small>Statutory Alert: 1. The authenticity of the Stamp Certificate can be verified at Authorised Collection Centers (ACCs), SHCIL Offices and Sub-registrar Offices (SROs). 2. The Contact Details of ACCs, SHCIL Offices and SROs are available on the Web site http://www.shcil.gov.in</small>	
-----Please write or type below this line-----	
Signature with seal of the Authorized signatory	

- (i) The Offices of the CCRA, Sub-Registrars and District Registrars / Deputy Commissioner of Stamps will have an access to the Central Server of SHCIL through Internet. Such Internet connectivity will be set up by the said Offices.
- (ii) The ACC will access SHCIL/CRA/SP servers through Internet by using a identification number (UIN) and a confidential password. The requisite details of the information in the system will be entered and the e-Stamp Certificate will be downloaded with a Unique Identification Number(UIN) on a plain paper or on an instrument as the case may be.

Schematic view / system overview

1. Client/Applicant visits the e-stamping center/authorized collection center with the filled in application (Form-3) remitting the required stamp duty amount to obtain e-stamp certificate.
2. The client/applicant secures the e-stamp certificate after having recorded the required information (vide his application/Form-3) in the e-stamping center/authorized collection center.
3. The stamp duty amount paid by the client/applicant (for obtaining the e-stamp certificate) being remitted to Government.
4. The Registering officer/Sub-Registrar locks the e-stamp certificate after registering the document.
5. The designated / authorized official verifies authenticity/correctness of the e-stamp certificate.

- (iii) The Sub-Registrar/District Registrar / Deputy Commissioner of Stamps will have access to SHCIL/CRA/SP site through Internet using password and UIN which will be provided by SHCIL/CRA/SP. Upon entering these details the Sub-Registrar/District Registrar / Deputy Commissioner of Stamps will be able to view the details of the e-Stamp Certificates on instruments.
- iv) It will be the responsibility of the Sub-Registrar, District Registrar/Deputy Commissioner of Stamps to ensure that the stamp duty has been appropriately paid on presentation of the document for registration. The Sub-Registrar, District Registrar / Deputy Commissioner of Stamps will lock the e-Stamp certificate after verification of the instruments presented for registration. Such locking will ensure that the payment of stamp duty for the transaction is not abused,
- v) All the Clients and approved intermediaries desirous of remitting the Stamp duty will access the main server through Internet. The Sub-Registrar, District Registrar / Deputy Commissioner of Stamps who is responsible for Registration of instruments and the Government which is responsible for the collection of the stamp duty will also link to the main server through Internet.
- vi) The Client may approach any Approved Intermediary, which in turn will enter the requisite information in the system. The system will generate a UIN along with the transaction details, which will be printed as a Stamped Certificate on the plain paper or on instrument as the case may be.
- Vii) The Approved Intermediary will be registered with SHCIL/CRA/SP and the procedure for such registration will vary depending upon the same being Financial Institutions, Insurance Companies, Banks, Post Office etc., as approved by the CCRA

4. Authorized Stamping Centers (ASC) ACCs (also known as Approved Intermediaries)

- i) The SHCIL Office, Financial Institutions, Insurance Companies, Banks & Post Offices etc., as approved by the CCRA, shall be the Authorized Collection Centers.
- ii) The aforementioned ACCs will by and large take care of property transactions of people living in cities, towns and villages having Internet facility. However, people residing in areas not having Internet facility also require stamp papers for their transactions. A Computer-savvy Traveling Vender who will carry a lap top/palmtop to the village and download stamp from e-stamping system may be appointed as T.V. or other marketing agent/s, in a phased manner with the approval of the CCRA.

5. Registration of Approved Intermediaries and its operations

- a) The Insurance Companies, banks, financial institutions etc., as approved by the CCRA intending to become a ASC will be required to submit a request in an application form and Agreement as stipulated by the CRA along with the proof of identity and proof of address for 'Service Administrator/s' (person responsible for entering data on eSS and with stipulated application fee. The format of the application form as stipulated by the CRA, can be downloaded from the internet. The duly filled in application form and Agreement along with the fee for registration and deposit as determined by SHCIL/CRA/SP alongwith advance amount (imprest amount) towards the download of stamps based on the business expected, should be submitted to SHCIL/CRA/SP. The AI/ ASC/ACC will have an option of adding up further amounts towards imprest depending upon the usage every day or alternatively give a power of attorney to SHCIL to add up the further amount by giving necessary instructions to their Banker. At no point of time, the ACCs will be allowed to print e- stamp certificates in excess of the amount available in their credit in the books of SHCIL/CRA/SP. SHCIL/CRA/SP will collect such amount including deposits from the ASC for the use of its System.

- b) The Traveling vender (TV) or any other marketing agents intending to be appointed should submit a request in a stipulated application form and Agreement along with proof of identity, proof of address and the stipulated application fee. The duly filled in application form along with the monies towards registration and Agreement and deposit as determined by SHCIL/CRA/SP alongwith advance amount (imprest amount) towards the download of stamps as may be determined based on the business expected, should be submitted to SHCIL/CRA/SP. The TV will have an option of adding up further amounts towards imprest depending upon the usage every day or alternatively give a power of attorney to SHCIL/CRA/SP to add-up further amount by giving necessary instructions to the banker. At no point of time, the ASC will be allowed to print e-Stamp Certificates in excess of the amount available in their credit in the books of SHCIL/CRA/SP. SHCIL/CRA/SP will collect such monies including deposits from the T.V. or other Marketing Agents for the use of its system.
- c) The Approved Intermediary must provide to SHCIL/CRA/SP all information that may be desired by SHCIL/CRA/SP from time to time including but not limited to information on every client being granted access to and use of the services.
- d) **It will be the responsibility of the CCRA to inform the public by way of a notification from time to time the appointment or termination of the Approved Intermediaries/ Authorized collection centers.**
- e) Upon completion of the above SHCIL/CRA/SP will issue password and user identification numbers for use of its services. The proper use of the password will be the sole responsibility of the user and any loss caused to the Government will be at the cost of ASC/SHCIL/CRA/SP where the loss wherever applicable is caused by the SHCIL/ASC.
- f) SHCIL/CRA/SP reserves the right in consultation with CCRA to accept or reject any application of the Approved Intermediary as its sole discretion.
- g) All Approved Intermediaries will be periodically audited jointly by the Government and SHCIL/CRA/SP.
- h) In the case of the termination of the appointment of Approved Intermediary either party may give a notice of one month of its intention to terminate the arrangement.

6. Link to e-Stamp Server (eSS)

- a) All approved Intermediaries will access the eSS through Internet only. The access will differ depending upon the group to which the Approved Intermediary belong. The Insurance companies, banks and financial institutions will access the site through password and user identification number issued by SHCIL/CRA/SP. SHCIL/CRA/SP will issue as many passwords and user identification numbers as requested by the ASC. These ASC should access eSS site using the password and user identification number provided by SHCIL/CRA/SP. Immediately upon accessing the site for the first time, the user should change the password to maintain confidentiality through a clerk supervisor system.
- b) In respect of Approved Intermediaries falling under the category of traveling vendors, or other marketing agents, these T.V.'s or other marketing agents will take the lap-top or the palm top to the villages, and the recording of data will be off-line. They will have to access the eSS through Internet every day evening and download the information, upon which the e-Stamp Certificate would be generated. To facilitate the entry of data on off-line mode, SHCIL/CRA/SP will install software in the respective laptops/palmtops of the T.V and/or other marketing agents at their cost.

7. The Offices of Sub-Registrars / District Registrars / Deputy Commissioner of Stamps to have link to e-stamp server:

- a) Since the property registration is done at the offices of Sub-Registrars / District Registrars, it is imperative that the Sub-Registrar / District Registrar should have an access to the system, ensure that the stamp duty to be paid for the transaction has indeed been paid and lock the e-Stamp certificate. Such locking is necessary to ensure that the stamp duty paid is not abused. The unique identification number issued by the eSS for the stamp duty paid can be linked to the C-SDAS.
- b) To facilitate the viewing and locking of e-Stamp certificate, pertaining to registered instruments, every office of Sub-Registrar, District Registrar/Deputy Commissioner of Stamps will have a link to the eSS. The Sub-Registrar's, District Registrar's Office will have access to the e-stamping site through internet using password and user identification number issued by SHCIL. Upon gaining the access to the eSS the Sub-Registrar, District Registrar /Deputy Commissioner of Stamps have to enter the year, month and date of stamp duty payment as given in the e-stamp certificate, select the unique identification number given in the e-Stamp Certificate. Upon entering these details, the Sub-Registrar, District Registrar /Deputy Commissioner of Stamps will be able to view the e-Stamp Certificate. The Sub-Registrar, District Registrar / Deputy Commissioner of Stamps will be issued user Id and password with which they should update the system and lock the duty paid e-Stamp certificate.

8. Access by Counter Parties

- a) The purchasers or the beneficiaries may wish to ensure that the counter party has indeed paid the stamp duty for the transaction and the e-Stamp certificate presented to them is genuine. There should be no question of validity of time for the e-Stamp Certificate. Nevertheless, counter parties can check the authenticity of the e-Stamp certificate by entering the year, month, date and Unique Identification No. from the e-Stamp Certificate:
- b) Upon entering these details, the system will display the e-Stamp Certificate for viewing only. The counter party will be able to check the authenticity of the Certificate. Such enquiry module will provide information on the property transactions also after the Sub-Registrar / District Registrar has locked the stamp duty paid. The CRA/SP should ensure that this service is available in all the offices of Sub-Registrar / District Registrar / ASC & website.
- c) The stamping certificate should indicate the code No. of ASC office in which the ASC is located.

9. Stamping of different types of Instruments

- a) The proposed system envisages e-stamping the documents on real time basis via the Internet. The transactions can be broadly divided into:
 - Instruments to be registered with the Sub-Registrar / District Registrar and
 - Instruments, which do not require registration
- b) e-stamping includes two types of documents to be stamped.
 - 1) Instruments printed/typed but not stamped or unduly stamped.
 - 2) Stamps Certificates required for drawing instruments.
- c) The ASC's shall stamp any instrument or plain paper specified in this behalf with an amount of duty as required by the client.

- d) In the case of instruments which require registration with the Sub-Registrar / District Registrar generally these are prepared by Deed Writers, law firms, and practicing Company Secretaries firms etc. or even banks, financial institutions or even insurance companies. The stamp duty can be paid by entering the transaction details in the system. The system will check the balance available in the Account of concerned Approved Intermediary and subject to the availability of requisite funds in the Account will authorize the transaction and issue a certificate of stamp duty immediately with a unique identification number, Year, month and date, and print the certificate at a later point of time.

10. MIS for Government

The CCRA in charge of stamp duty and the Government will be able to get details of stamp duty collected in the State at any point of time. Besides, the CCRA will ensure the amount collected by SHCIL/CRA/SP towards the download of stamps is transferred to the State Governments Account after due reconciliation. For this purpose, it is necessary that the CCRA/ Government should have a link to eSS. Both the departments will have access to site through Internet using the password and identification numbers. Since the Government is responsible for the duty collected across the state, its data requirement will be enormous and all encompassing. To enable the Government / CCRA to download the data in the format in which they require, the SHCIL/CRA/SP will prepare standard formats. The CCRA will specify the requirement of any additional reports The CRA/SP will provide any additional reports in future free of cost, unless in exceptional cases charges will be as mutually agreed. Considering the fact that the Department will be viewing the revenue of the entire Government, the same will be done by procuring digital signature by the Government to access the server for the purpose of getting MIS.

11. General

- a) SHCIL/CRA/SP shall ensure that the following service levels are achieved in relation to the C-SDA System:
- i) The C-SDA System shall be operational and accessible to clients during the following hours on the following days, (hereinafter referred as the "Operational Hours",
Monday to Saturday 9.00 a.m. to 5.00 pm
 - ii) The availability of each and every information service during the Operational Hours shall individually be not less than 90% each calendar month
 - iii) SHCIL/CRA/SP shall not be liable for any failure or reduction in the aforesaid performance level or any other consequences caused by or due to the failure or breakdown of any third party facilities including Internet access providers, telecommunication lines, switches and networks, other than third party facilities provided by any sub-contractors appointed by SHCIL/CRA/SP to perform any part of the services under this Agreement.
 - iv) Before any Approved Intermediary first uses the C-SDA System, SHCIL/CRA/SP shall ensure that every such User enters into the User Network Services Agreement with SHCIL/CRA/SP agreeing not to commence action or otherwise enforce any rights against the Government / CCRA in respect of any liability, in contract or tort or otherwise, for any acts, statements, errors or omissions made by the Government / CCRA or its employees in good faith and in the ordinary course of duties of the employees of the Government, the SHCIL/CRA/SP shall use reasonable endeavours to enforce the terms of such agreement against every user who enters into the same.

b) Maintenance of Servers

SHCIL/CRA/SP will shut down its Servers at least for about eight hours in a week on a holiday for the purpose of maintenance. During this time, the system will be down and there will be no access to e-stamping facility. Further, SHCIL/CRA/SP will endeavor that the up-time of the system will be up to 90% excluding the time for shut down of its servers for the maintenance.

c) SHCIL/CRA/SP shall provide service to investigate and correct defects in the C-SDA Software as reported by the Department including temporary corrections and bypass of the defects until such time as standard corrections and/or updates of the Software are available. The timing for correction/bypassing depends on the severity of the error as set out below:

- i) Severity 1: This is a defect or error, which results in the failure of a service as a whole. Such defects and errors shall be rectified within two (2) working days of the problem being reported to SHCIL/CRA/SP in writing.
- ii) Severity 2 This is the defect, which results in system functionality other than those which are covered under Severity 1, being impaired, and there are no existing alternatives for by-passing the problem. Such defects and errors shall be rectified within two (2) working days of the problem being reported to SHCIL/CRA/SP in writing.
- iii) Severity 3: All other errors and defects. Such defects and errors shall be rectified within seven (7) working days of the problem being reported to SHCIL/CRA/SP in writing.
- iv) The time frames for rectification or correction set out in Clauses above shall not apply where the defects or programming errors have arisen in third party programmes or applications used by SHCIL/CRA/SP to develop its application or used by SHCIL/CRA/SP with or in its applications
- v) Disaster Recovery:

SHCIL/CRA/SP shall take reasonably sufficient measures to ensure that it is able to carry on, with disruption of not more than a continuous time of 24 hours, providing C-SDA System under this agreement, even in the event of the occurrence of a disaster which affects, or would affect providing of services if measures had not been taken.

d) Limitation of Liability

- i) SHCIL/CRA/SP shall not under any circumstances be held responsible for any error, defect, default, delayed or non performance, loss of data, transmission failure or other problems in connection with its provision of C-SDA System for any claims, actions, losses, costs, expenses liabilities or adverse consequences arising there from due to any cause or reason not perpetrated by or attributable to SHCIL/CRA/SP or otherwise outside the control of SHCIL/CRA/SP.

e) Concurrent Users

e-stamping system will have persons logging for the download of stamps and also for logging queries relating to stamp duty and the ultimate printing of the stamps. Keeping in mind the various issues relating to e-stamping and the number of persons that may log into the system throughout the day, SHCIL/CRA/SP will endeavor to ensure that at a given point of time appx. 400 users could use its system. The use of system will include time for the persons logging to our system for queries with regard to e-stamping and for the time for data entry by a user till the time of actual printing of the Stamp Certificate.

- f)** SHCIL/CRA/SP will require a stabilization period 6-8 months from the time of the system running in full scale at each of the centers and during such time service standards will

not be applicable. The peak times during the day will be identified and on the basis of experience, the concurrent users who would be using our system will be adjusted accordingly. SHCIL/CRA/SP does not guarantee the availability of the internet.

- g)** If any extra services are required, wherein SHCIL/CRA/SP will be required to put in extra efforts, or the same is on the basis of any extra cost to SHCIL/CRA/SP, the same will be recovered from the ASC or the Traveling Vendor or any other marketing agent or the general public directly.
- h)** This Service Level Agreement will be concurrent with the agreement dated executed between CCRA and SHCIL/CRA/SP.
- i)** All other terms and conditions as mentioned in the agreement dated: between the CCRA and SHCIL/CRA/SP shall be concurrent with this agreement.

IN WITNESS WHEREOF the parties have hereunto set their hands the day and year first above written.

For and on behalf of Stock Holding Corporation of India Ltd.,

In the presence of :

Signed by

CCRA (in Karnataka) Bangalore.

(for and on behalf of the Government)

In the presence of:

(1)

(2)

T.K. RAMACHANDRA
Under Secretary to Government,
Revenue Department
(Stamps and Registration)

Form - 2
(See Rule 6)

(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)..... 200... by SriS/O..... R/O(official designation in the CRA).....as Authorised Signatory for and on behalf of(**..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 Karnataka) Bangalore. hereinafter referred to as the Appointing Authority, (which expression shall unless repugnant to the context or meaning thereof shall mean and include Government of Karnataka and its duly authorised representative).

Whereas

1. the CRA has been appointed by the State to act as “**Central Record Keeping Agency**” and has thus been authorised by the Government for computerization of Stamp duty Administration System in the State to issue e-stampCertificates to denote the payment of non-judicial Stamp duty under the Karnataka Stamp Act, 1957 (Act no. 34 of 1957) by the public to the Government through its branches/ offices and the Authorised Collection Centers (called ACCs) located in the State.

2. 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,

3. and the CRA has agreed to the obedience and observance of terms and conditions that are prescribed in The Karnataka Stamp (Payment of Duty by Means of e-stamping) Rules, 2009 (hereinafter called ‘the rules’) and other orders issued by the Government or the Department under these rules,

4. the CRA to fulfill the aforesaid requirement and in order to undertake and indemnify the Government, is executing this presents as follows:-

NOW THEREFORE THIS DEED OF UNDERTAKING CUM INDEMNITY BOND WITNESSETH AS FOLLOWS:-

(a) the CRA hereby undertakes that the e-stamping 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 33 of the rules or any officer authorised by the Appointing Authority/CCRA in this behalf without notice. The 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 Stamp duty relating to any time period or any other related information under rule 44 of the rules without unreasonable delay,

(c) the CRA undertakes to abide by all 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 Stamp duty collected by its offices/ branches and by its Authorised Collection Centres to “0030-02-103-0-01 Non – Judicial” head of account or any other notified head of account of the State, in the manner prescribed hereunder.

(i) In case of stamp duty, collected by way of cash /Real Time Gross Settlement (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 stamp duty (less, the prescribed discount/commission) to the prescribed head of account of the state, not later than the closing of the next working day, after the day of collection of the amount of stamp duty.

(ii) In case of stamp duty, collected by way of pay order (P.O)/ Demand draft (D.D), the Central Record Keeping Agency shall remit the consolidated amount of stamp duty (less, the prescribed discount/commission) to the prescribed head of account of the state, not later than the closing of the second working day, after the day of collection of the amount of stamp duty.

(e). the CRA undertakes that in case it fails to remit the amount of Stamp duty within the period as stipulated in rule 19 of the rules, the CRA shall be liable to pay, along with the collected amount of Stamp duty, 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,

(f) The CRA shall be responsible to furnish the information reports, as provided in rule 44 of the rules, to the CCRA and to any or all such other officers as he may direct,

(g) 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 Stamp duty for the State by issue of e-stamp certificates,

(h) 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 executed this **Undertaking cum Indemnity Bond** on the day and year first hereinabove written.

SIGNED, SEALED AND DELIVERED]

By Sri.
as Authorised 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.

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

Form - 3
(See Rule 20 & 25)

E-STAMPING APPLICATION FORM

ACC		ACC Id
-----	--	--------

Details of Purchaser /Authorized Person

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

Stamp duty Payment Details

Stamp duty Amount Rs.	Type of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> DD <input type="checkbox"/> Pay-Order <input type="checkbox"/> RTGS <input type="checkbox"/> ECS <input type="checkbox"/> Any authorized mode
DD/ Pay-order No.	Date: / / 200
Bank Name	Branch Name

The Information furnished above, is true to the best of my knowledge

Date:

Signature of the Purchaser/
Authorized Person

(For Office use only)

I Verify that the Application Form is in order

USER

SUBIN	
Signature	

SUPERVISOR

Brief particulars of the e-stamp Certificate	Signature
E-Stamp Certificate received by Name:	Signature:

✂.....✂.....✂.....✂.....

E-STAMPING

Receipt

(To be filled in by the client)

Name of the Purchaser / Authorized Person	
Application Date:	
Stamp duty Amount Rs.	Type of Payment of <input type="checkbox"/> Cash <input type="checkbox"/> DD <input type="checkbox"/> Pay-Order <input type="checkbox"/> RTGS <input type="checkbox"/> ECS <input type="checkbox"/> any other mode
DD/Pay- order No.	Date: / / 200
Bank Name	Branch Name
Counter Signature with Seal	

Note:- 1) Once the e-Stamp Certificate has been generated, payment cannot be cancelled or refunded by CRA. For cancellation and refund of e-Stamp Certificate, the applicant has to approach the Deputy Commissioner of Stamps of the concerned district.

2) This Receipt may be computer generated.

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

Form - 4
(See Rule 31)

Application for Cancellation and Refund of e-Stamp Certificate

ACC		ACC Id.	
Application date		/	/ 200

Details of the E-stamp Certificate presented for cancellation and Refund

e-Stamp Certificate Number:

IN																	
Date of Issue of the Certificate										/	/	200					

Details of Purchaser /Authorised Person

Name & Address of the Purchaser with Phone No	
Name & Address of the Auhtorised Person(if any) with Phone No	

* In case an authorised person is presenting the refund application on behalf of the e-stamp purchaser, this application must be accompanied with authorisation from the purchaser (executed on a Rs. 20 non-judicial stamp paper), duly witnessed and attested by Notary Public.

Stamp Duty Payment Details

e-stamp Certificate Purchased by	
Stamp duty Amount Rs:	e-stamp certificate no: date:

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

Date:

Signature of the purchaser /
Authorised Person of the certificate

Report of the Deputy Commissioner of Stamps

The details of the e-stamp Certificate have been verified from the system. The said certificate has not been disabled in the data base of e-stamp certificate. This certificate of verification has been endorsed on the said certificate also. Refund of the amount of Stamp duty mentioned in the certificate is recommended.

Sign. & Seal of the Authorised Signatory

For use of the Office of the Deputy Commissioner of Stamps.

Report of the Stamp Clerk:

Order of the Deputy Commissioner regarding refund:

Sign. & Seal
of the Deputy Commissioner
of the Stamps

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

FORM - 5
(See Rule 21(3))

Register regarding daily postings of applications for e-stamp Certificates and e-Stamp Certificates issued (to be maintained by the ACC / CRA)

Sl No	Date	Name of the Purchaser / Authorised Person	Amount of Stamp duty paid by way of Cash / DD / PO / Any other authorised mode	e-stamp Certificate No and date	Signature of the Purchaser or Authorised Person
1	2	3	4	5	6

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

FORM - 6
(See Rule 19 (3))

Register regarding the daily stamp duty collected and remitted to Government (to be maintained by the CRA)

PART - I

Sl No	Date	Name of the CRA	No. of e-stamp certificates issued	Amount of stamp duty collected		Total
				by Cash	by DD / PO etc.,	
1	2	3	4	5	6	7

PART - II

Date	Opening Balance (Previous day's Closing Balance)	Amount of stamp duty collected		Total	Amount Remitted to Government	Commission @ 0.65% (of the Amount in column 13) payable to the CRA deducted.	TDS (Tax Deducted at Source) / Duty payable to the Central / State Govt., deducted from the Commission Amount (in Column 14)	Closing Balance (12-13)
		by Cash	by DD / PO etc.,					
8	9	10	11	12	13	14	15	16

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

ಇ-ಶ್ವಾಂಸಿಂಗ್ ಮಾಹಿತಿ ಕೈಪಿಡಿ

ಪ್ರಕಟಣೆ :

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ.,

'ನಿರ್ಮಾಣ ಭವನ', ಡಾ.ರಾಜಕುಮಾರ ರಸ್ತೆ, 1ನೇ ಬ್ಲಾಕ್,
ರಾಜಾಜಿನಗರ, ಬೆಂಗಳೂರು - 560010

ದೂರವಾಣಿ : 080 23378375-80

ಇ-ಮೇಲ್ : souharda@souharda.coop | ವೆಬ್‌ಸೈಟ್ : www.souharda.coop

ಇ-ಸ್ವಾಂಪಿಂಗ್

ಮೊದಲ ಮುದ್ರಣ : ಆಗಸ್ಟ್ 2015

ದ್ವಿತೀಯ ಮುದ್ರಣ : ಜನವರಿ 2018

ಪ್ರತಿಗಳು : 1000

ಪುಟಗಳು : 106

ಬೆಲೆ : ರೂ.50/-

ಪ್ರಕಾಶಕರು : ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ.,
‘ನಿರ್ಮಾಣ ಭವನ’, ಡಾ.ರಾಜಕುಮಾರ ರಸ್ತೆ, 1ನೇ ಬ್ಲಾಕ್, ರಾಜಾಜಿನಗರ,
ಬೆಂಗಳೂರು - 560010 ದೂರವಾಣಿ : 080 23378375-80
ಇ-ಮೇಲ್ : souharda@souharda.coop
ವೆಬ್‌ಸೈಟ್ : www.souharda.coop.

ಮುದ್ರಕರು :

ಮೊದಲ ಮಾತು

ಆತ್ಮೀಯ ಸಹಕಾರಿ ಬಂಧುಗಳೇ,

ನಮ್ಮ ದೇಶದ ಸಹಕಾರ ಚಳುವಳಿಗೆ 116 ವರ್ಷಗಳ ಸುದೀರ್ಘವಾದ ಇತಿಹಾಸವಿದೆ. ಈ ಕ್ಷೇತ್ರ ಅನೇಕ ಏರು ಪೇರುಗಳನ್ನು ಕಂಡಿದೆಯಾದರೂ, ಸಾಧನೆ ಸಾಕಷ್ಟಿದೆ. ಈ ದೇಶದ ಶೇಕಡಾ ನೂರಕ್ಕೆ ನೂರು ಗ್ರಾಮಗಳಲ್ಲಿ 97% ಜನಸಂಖ್ಯೆಯನ್ನು ಈ ಕ್ಷೇತ್ರ ವ್ಯಾಪಿಸಿದೆ. ಸಹಕಾರಿ ಸಂಘ, ಸಂಸ್ಥೆಗಳು ಹಸಿರು ಕ್ರಾಂತಿ ಹಾಗೂ ಶ್ವೇತ ಕ್ರಾಂತಿಗಳ ಮೂಲಕ ಈ ದೇಶದ ಆಹಾರ ಉತ್ಪಾದನೆ ಹೆಚ್ಚಿಸುವ ಮೂಲಕ ಸ್ವಾವಲಂಬನೆಯನ್ನು ಕಂಡುಕೊಳ್ಳಲು ಸಹಕಾರಿಯಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸಿದೆ. ಜೊತೆಗೆ ಉತ್ತಮ ಆರ್ಥಿಕ ಸಂಘಟನೆಗಳಾಗಿ ಹೊರಹೊಮ್ಮಿವೆ. ಜನರ ಜೀವನ ಪದ್ಧತಿಯಾಗಿ ಬೆಳೆದಿದೆ. ದೇಶದ ಅರ್ಥ ವ್ಯವಸ್ಥೆಯ ಅವಿಭಾಜ್ಯ ಅಂಗವಾಗಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತಿವೆ. ವಿಶ್ವದ ಅತಿ ದೊಡ್ಡ ಸಹಕಾರಿ ವ್ಯವಸ್ಥೆಯಾಗಿ ಭಾರತದ ಸಹಕಾರ ವ್ಯವಸ್ಥೆ ವಿಶ್ವಕ್ಕೆ ಮಾದರಿಯಾಗಿರುವುದು ಹೆಮ್ಮೆಯ ವಿಚಾರ.

ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ನೇತೃತ್ವದಲ್ಲಿ ರಾಜ್ಯದ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ಚಳುವಳಿ ದಿನೇ ದಿನೇ ಅಭಿವೃದ್ಧಿ ಪಥದಲ್ಲಿ ಸಾಗುತ್ತಿರುವುದು ಈ ಕ್ಷೇತ್ರದ ಎಲ್ಲ ಸಹಕಾರಿ ಬಂಧುಗಳಿಗೆ ಹೆಮ್ಮೆಯ ಹಾಗೂ ಸಂತೋಷದ ವಿಷಯ ಈ ಕಾರ್ಯದಲ್ಲಿ ಪಾಲ್ಗೊಂಡಿರುವ ಎಲ್ಲ ಸಹಕಾರಿಗಳು ವಿಶೇಷವಾಗಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ನಿರ್ವಹಿಸುತ್ತಿರುವ ತಾವೆಲ್ಲರೂ ಅಭಿನಂದನಾರ್ಹರು. ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ಕ್ಷೇತ್ರದ ಪ್ರತಿಷ್ಠೆಯ ವ್ಯವಹಾರಿಕ ಕ್ಷೇತ್ರ. ಲಾಭದಾಯಕ ವ್ಯವಹಾರವಾಗಿದಿದ್ದರೂ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳಿಗೆ ರಾಜ್ಯ ಸರ್ಕಾರ ಮಾನ್ಯತೆ ನೀಡಿ ರಾಜ್ಯದಲ್ಲಿ ಪ್ರಪ್ರಥಮವಾಗಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ನಡೆಸಲು ಅನುಮತಿ ನೀಡಿರುವುದು ನಮಗೆ ಸಿಕ್ಕ ಮನ್ನಣೆಯಾಗಿದೆ. ಇದರಿಂದಾಗಿ ಸಾರ್ವಜನಿಕವಾಗಿಯೂ ನಮಗೆ ಮನ್ನಣೆ ಹೆಚ್ಚಿದೆ. ಸಹಕಾರ ಕ್ಷೇತ್ರದ ಇತರ ವಲಯಗಳಲ್ಲಿ ಒಂದು ವಿಧವಾದ ಸಂಚಲನ ಮೂಡಿಸಿದೆ.

ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳು ಸಹಕಾರಿ ಕ್ಷೇತ್ರದ ಬಲಸಂವರ್ಧನೆಗೆ ಪೂರಕವಾಗಿವೆ ಎಂದು ಹಿರಿಯ ಸಹಕಾರಿಗಳ ಅಭಿಪ್ರಾಯವಾಗುತ್ತಿರುವುದು ನಮ್ಮೆಲ್ಲರಿಗೂ ಸಂತೋಷದ ಹಾಗೂ ಹೆಮ್ಮೆಯ, ಪ್ರತಿಷ್ಠೆಯ ವಿಷಯ. ಆದ್ದರಿಂದ ಈ ಕ್ಷೇತ್ರದ ಕಾರ್ಯನಿರ್ವಹಣೆಯ ಗುಣಮಟ್ಟದಲ್ಲಿ ಹೆಚ್ಚಿನ ಅಭಿವೃದ್ಧಿ ಸಾಧಿಸಬೇಕು ಎಂಬುದು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಉದ್ದೇಶ. ರಾಜ್ಯದಲ್ಲಿ ಜಿಲ್ಲೆಗಳ ತಾಲ್ಲೂಕುಗಳಲ್ಲಿ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳ ನೇತೃತ್ವದಲ್ಲಿ 1091 ಕೇಂದ್ರಗಳಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ನಡೆಯುತ್ತಿದೆ.

ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ನವರು ರಾಷ್ಟ್ರದಾದ್ಯಂತ ಹೊಂದಿರುವ ಕೇಂದ್ರಗಳಲ್ಲಿ ನಮ್ಮ ಪಾಲು ಅರ್ಧಕ್ಕಿಂತ ಹೆಚ್ಚಿದೆ. ರಾಜ್ಯದ ಬೊಕ್ಕಸಕ್ಕೆ ಪ್ರತಿದಿನ 1.25 ಕೋಟಿಗಿಂತಲೂ ಹೆಚ್ಚಿನ ಆದಾಯವನ್ನು ನೀಡುವ ಕ್ಷೇತ್ರ ಇದಾಗಿದೆ. ಆದ್ದರಿಂದ ಈ ಕ್ಷೇತ್ರದ ಕಾರ್ಯನಿರ್ವಹಣೆ ಉತ್ತಮ ಗುಣಮಟ್ಟದ್ದಾಗಿರಬೇಕು. ಆಗುತ್ತಿರುವ ಅನೇಕ ಲೋಪದೋಷಗಳು ಪುನರಾವರ್ತನೆಯಾಗದಂತೆ ಎಚ್ಚರದಿಂದ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ದೃಷ್ಟಿಯಿಂದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ನಡೆಸುವ ಕೇಂದ್ರಗಳ ಅಧಿಕಾರಿಗಳನ್ನು ಇನ್ನಷ್ಟು ತರಬೇತುಗೊಳಿಸಿ ಕಾರ್ಯನಿರ್ವಹಣೆಯನ್ನು ಕ್ರಮಬದ್ಧವಾಗಿ ಹಾಗೂ ನಿಖರಗೊಳಿಸುವುದಕ್ಕಾಗಿ ಈ ಕೈಪಿಡಿಯನ್ನು ಹೊರತರಲಾಗುತ್ತಿದೆ.

ಎಲ್ಲ ಸಹಕಾರಿಗಳ ಅಧಿಕಾರಿಗಳು, ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸಿಬ್ಬಂದಿಗಳು ಈ ಕೈಪಿಡಿಯನ್ನು ಅಧ್ಯಯನ ಮಾಡುವುದರ ಮೂಲಕ ಮತ್ತು ಅಗತ್ಯ ಸಂದರ್ಭದಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯನ್ನು ಸಂಪರ್ಕಿಸುವುದರ ಮೂಲಕ ಹೆಚ್ಚಿನ ಮಾಹಿತಿ ಸಂಗ್ರಹಿಸಿ, ನಿಮ್ಮ ಕಾರ್ಯದಕ್ಷತೆಯನ್ನು ಹೆಚ್ಚಿಸಿಕೊಳ್ಳಿ. ನಿಮ್ಮ ಸಹಕಾರಿಯ ಹಾಗೂ ಸೌಹಾರ್ದ ಸಹಕಾರಿಯ ಹಾಗೂ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಘನತೆ ಹೆಚ್ಚಿಸಿ.

- ಪ್ರಕಾಶಕರು.

ಅನುಕ್ರಮಣಿಕೆ

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ಇ-ಸ್ವಾಂಪಿಂಗ್ ಪರಿಚಯ

ಇದು ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಯುಗ. ಆಧುನಿಕ ತಂತ್ರಜ್ಞಾನಕ್ಕೆ ಹೆಚ್ಚು ಮಹತ್ವ ಕೊಟ್ಟು ಅದನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳದಿದ್ದರೆ ನಮ್ಮ ಪ್ರಗತಿ ಸಾಧ್ಯವಿಲ್ಲ. ಒಂದು ರೀತಿಯ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನದ ಕ್ರಾಂತಿಯಿಂದ ಪ್ರತಿನಿತ್ಯವೂ ಹೊಸತನವನ್ನು ಕಾಣಬೇಕೆಂಬ ಮಹತ್ತರ ಆಸೆಯಲ್ಲಿದ್ದಾನೆ ಈ ಮಾನವ. ಬದಲಾವಣೆ ಜಗದ ನಿಯಮ. ಬದಲಾವಣೆಗೆ ಹೊಂದಿಕೊಂಡು ಬಾಳದ ಮನುಷ್ಯ ಏನನ್ನೂ ಸಾಧಿಸಲಾರ. ಬದಲಾವಣೆಯನ್ನು ಒಪ್ಪಿಕೊಳ್ಳಬೇಕು ಮತ್ತು ಅದರಂತೆ ಬಾಳುವುದನ್ನು ಕಲಿತುಕೊಳ್ಳಬೇಕಾಗುವುದು ಅನಿವಾರ್ಯ.

ಪ್ರಸ್ತುತ ಛಾಪಾ ಕಾಗದಗಳ ಬದಲಿಗೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆ ಹೆಚ್ಚು ಪ್ರಚಲಿತವಾಗುತ್ತಿದೆ. ದಸ್ತಾವೇಜುಗಳಿಗೆ ಎಲೆಕ್ಟ್ರಾನಿಕ್ ವ್ಯವಸ್ಥೆಯ ಮೂಲಕ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮಾಡಿ ಸರಕಾರಕ್ಕೆ ಹಣಪಾವತಿಸುವ ವ್ಯವಸ್ಥೆಯೇ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆಯಾಗಿದೆ. ದಸ್ತಾವೇಜುಗಳಿಗೆ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುವ ಮೂಲಕ ಹಳೆಯ ಪದ್ಧತಿಯಲ್ಲಿದ್ದ ಸ್ವಾಂಪ್ ಪೇಪರ್ ಆಧುನಿಕ ತಂತ್ರಜ್ಞಾನವನ್ನು ಬಳಸಿ ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಯಂತ್ರಗಳ ಮೂಲಕ ಹೆಚ್ಚು ದಕ್ಷತೆ, ಸ್ಪಷ್ಟತೆ ಹಾಗೂ ಪಾರದರ್ಶಕತೆಯಿಂದ ಸಾರ್ವಜನಿಕರಿಗೆ ಸ್ವಾಂಪ್ ಪೇಪರ್ ಬದಲಿಗೆ ದಸ್ತಾವೇಜುಗಳನ್ನು “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುವ ಸೌಲಭ್ಯವನ್ನು ಕಳೆದ ಹಲವು ವರ್ಷಗಳಿಂದ ದೇಶದಲ್ಲಿ ಜಾರಿಗೆ ತರಲಾಗಿದೆ. ಇಡೀ ವಿಶ್ವದಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆಯನ್ನು ಅಳವಡಿಸಿಕೊಂಡಿರುವ 3ನೇ ದೇಶ ಭಾರತ. ಮುಂದುವರೆದು ಹೇಳಬೇಕೆಂದರೆ ಸೌಹಾರ್ದ ಸಹಕಾರಿಯು ಸವಾಲುಗಳನ್ನು ಸ್ವೀಕಾರ ಮಾಡುವ ಮನೋಭಾವ ಹೊಂದಿದರಿಂದಲೇ ದೇಶದಲ್ಲಿಯೇ ಪ್ರಥಮ ಬಾರಿಗೆ ಇ-ಸ್ವಾಂಪಿಂಗ್‌ನ್ನು ಕರ್ನಾಟಕದಲ್ಲಿ ಮೊಟ್ಟ ಮೊದಲ ಬಾರಿಗೆ ಸಹಕಾರ ಕ್ಷೇತ್ರದ ಮೂಲಕ ಕಾರ್ಯ ಸಾಧನೆಗೈದು ಕ್ಷೇತ್ರ ಸೌಹಾರ್ದ ಸಹಕಾರ ಕ್ಷೇತ್ರ. ಇದನ್ನು ಹೊರತುಪಡಿಸಿ ಈಗಾಗಲೇ ದೆಹಲಿ, ಗುಜರಾತ್, ಕರ್ನಾಟಕ, (ಮಹಾರಾಷ್ಟ್ರ), ಅಸ್ಸಾಮ್, ಹಿಮಾಚಲ್ ಪ್ರದೇಶ್, ದಮನ್ ಮತ್ತು ದಿಯು, ದಾದರ್ ಮತ್ತು ನಾಗರ್‌ಹವೇಲಿ, ಉತ್ತರ್‌ಖಂಡ್, ರಾಜಸ್ತಾನ್, ತಮಿಳುನಾಡು, ಪುದುಚೇರಿ, ಉತ್ತರಾ ಪ್ರದೇಶ್, ಮಧ್ಯ ಪ್ರದೇಶ, ಚತ್ತೀಸ್‌ಗಡ್, ಬಿಹಾರ್ ಜಾರ್‌ಖಂಡ್, ಜಮ್ಮು ಕಾಶ್ಮೀರ್ ರಾಜ್ಯಗಳಲ್ಲಿ ಜಾರಿಗೊಳಿಸಲಾಗಿದೆ.

ರಾಜ್ಯ ಸರ್ಕಾರ ಇ-ಸ್ಪಾಂಪಿಂಗ್ ವ್ಯವಹಾರಗಳ ಸೇವಾ ಸೌಲಭ್ಯವನ್ನು ಸಹಕಾರಿ ಕ್ಷೇತ್ರದ ಮೂಲಕವೂ ನಿರ್ವಹಿಸುವ ಮಹತ್ವದ ನಿರ್ಣಯವನ್ನು ತೆಗೆದುಕೊಂಡಾಗ ಸಹಕಾರಿಗಳೆಲ್ಲರೂ ಸಂತೋಷದಿಂದ ಸ್ವಾಗತಿಸಿದರು. ಸಾರ್ವಜನಿಕರಿಗೆ ಸೇವೆ ಮಾಡಲು ಹಾಗೂ ಬಡ್ಡಿಯೇತರ ಆದಾಯಗಳನ್ನು ಹೆಚ್ಚಿಸಿಕೊಳ್ಳಲು ಇದೊಂದು ಉತ್ತಮ ಮೂಲವಾಗಿದೆ. ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳು ಮೊದಲಿಗರು. ಕರ್ನಾಟಕದ ಜನತೆಗೆ ಛಾಪಾಕಾಗದಗಳನ್ನು ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಯಂತ್ರದ ಮೂಲಕ ಒದಗಿಸುವ ತನ್ಮೂಲಕ ಸಾರ್ವಜನಿಕರ ಸೇವೆ ಮಾಡುವ ಅವಕಾಶಗಳು ಸಹಕಾರಿಗಳಿಗೆ ಲಭಿಸಿದೆ. ಸಹಕಾರಿ ಕ್ಷೇತ್ರದಲ್ಲಿ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳನ್ನು ಗುರುತಿಸುವ ಮತ್ತು ಮನ್ನಣೆ ನೀಡುವ ಕಾರ್ಯವನ್ನು ಸರ್ಕಾರ ಮಾಡಿದ್ದಕ್ಕಾಗಿ ಸರ್ಕಾರವನ್ನು ಅಭಿನಂದಿಸಲಾಯಿತು.

ರಾಜ್ಯದ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ಕ್ಷೇತ್ರದ ಮಾತೃಸಂಸ್ಥೆಯಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ನೇತೃತ್ವದಲ್ಲಿ ಇಂದು ರಾಜ್ಯದಾದ್ಯಂತ 30 ಜಿಲ್ಲೆಗಳಲ್ಲಿ 155 ತಾಲ್ಲೂಕುಗಳಲ್ಲಿ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳ 1100 ಕೇಂದ್ರಗಳಲ್ಲಿ ಇ-ಸ್ಪಾಂಪಿಂಗ್ ಕಾರ್ಯವನ್ನು ಯಶಸ್ವಿಯಾಗಿ ನಿರ್ವಹಿಸಲಾಗುತ್ತಿದೆ. ಇ-ಸ್ಪಾಂಪ್ ವ್ಯವಹಾರ ಇದೊಂದು ಆರ್ಥಿಕ ಚಟುವಟಿಕೆಯೆಂದು ಸಾರ್ವಜನಿಕರ ಸೇವೆಯ ಅವಕಾಶವೆಂದು, ರಾಜ್ಯ ಸರ್ಕಾರದ ಪರವಾಗಿ ನಿರ್ವಹಿಸುವ ಕೆಲಸವೆಂದು ಈ ಕಾರ್ಯವನ್ನು ಸಹಕಾರಿಗಳು ನಿರ್ವಹಿಸುತ್ತಿವೆ.. ಈ ಕ್ಷೇತ್ರದಲ್ಲಿ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ಕ್ಷೇತ್ರ ಮುಂಚೂಣಿಯಲ್ಲಿದೆ ಎಂಬುದು ಗಮನಾರ್ಹ. ಕರ್ನಾಟಕದಲ್ಲಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ನೇತೃತ್ವದಲ್ಲಿನ ಇ-ಸ್ಪಾಂಪಿಂಗ್ ಕೇಂದ್ರಗಳೇ ಮೊದಲ ಸ್ಥಾನದಲ್ಲಿದೆ.

ಸಾರ್ವಜನಿಕರಿಗೆ ಉತ್ತಮವಾದ ಸೇವೆಯನ್ನು ಸಲ್ಲಿಸುತ್ತಿದೆ ಎಂದು ಸರ್ಕಾರ, ಸಾರ್ವಜನಿಕರಿಂದ, ಇಲಾಖಾ ಅಧಿಕಾರಿಗಳಿಂದ ಹಾಗೂ ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾದವರಿಂದ ಮೆಚ್ಚುಗೆಯನ್ನು ಪಡೆದಿರುವುದು ಸ್ವಾಗತಾರ್ಹ ಹಾಗೂ ಅಭಿನಂದನೀಯ.

ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ನೇತೃತ್ವದಲ್ಲಿ ರಾಜ್ಯದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಬೆಳವಣಿಗೆಯ ಪಕ್ಷಿನೋಟ

ಈ ವ್ಯವಸ್ಥೆಯು ಬಂದಾಗಿರಿಂದ ರಾಜ್ಯದಲ್ಲಿ ಸಾರ್ವಜನಿಕರಿಗೆ ಸುಲಭವಾಗಿ ಛಾಪಾಕಾಗದಗಳು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮೂಲಕ ದೊರೆಯುತ್ತಿವೆ. ಈ ವ್ಯವಸ್ಥೆ ಅತ್ಯಂತ ಸುಭದ್ರ ವ್ಯವಸ್ಥೆಯಾಗಿದ್ದು ಯಾವುದೇ ರೀತಿಯ ಲೋಪಗಳಿಗೆ ಅವಕಾಶವಾಗದಂತೆ ಎಚ್ಚರಿಕೆ ವಹಿಸಲಾಗಿದೆ.

ರಾಜ್ಯದಲ್ಲಿ 1091 ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರಗಳನ್ನು ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳು ನಡೆಸುತ್ತಿವೆ. ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು 654ಸದಸ್ಯ ಸಹಕಾರಿಗಳಿಂದ ಒಟ್ಟು 1091 ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಸಿಸಿ ಕೇಂದ್ರಗಳನ್ನು 30 ಜಿಲ್ಲೆಗಳಲ್ಲಿ 155 ತಾಲ್ಲೂಕುಗಳಲ್ಲಿ 400 ಕ್ಕೂ ಹೆಚ್ಚು ಸ್ಥಳಗಳಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿವೆ. ರಾಜ್ಯದ ಬೊಕ್ಕಸಕ್ಕೆ ಅಂದಾಜು 1 ಕೋಟಿ ರೂ.ಗೂ ಹೆಚ್ಚು ರಾಜಸ್ವವನ್ನು ಪ್ರತಿನಿತ್ಯ ಸಂಗ್ರಹಿಸುತ್ತಿವೆ ಮತ್ತು ಅಂದಾಜು ಪ್ರತಿ ದಿನ 45,000 ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್‌ಗಳನ್ನು ಎಸಿಸಿಗಳು ಮುದ್ರಿಸಿರುತ್ತವೆ.

ಸಾರ್ವಜನಿಕರಿಗೆ ಅಗತ್ಯವೆನಿಸುವ ಇನ್ನೂ ಅನೇಕ ಯೋಜನೆಗಳನ್ನು ಇ-ಗವರ್ನಸ್, ಸಿಎಫ್‌ಸಿ (ಕಾಮನ್ ಫೆಸಿಲಿಟಿ ಸೆಂಟರ್) ಹಾಗೂ ಪ್ರಧಾನ ಮಂತ್ರಿ ಜನೋಷಧ ಕೇಂದ್ರಗಳನ್ನು ಸಹಕಾರಿ ಕ್ಷೇತ್ರದ ಮೂಲಕವೇ ಮಾಡಲು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಪ್ರಯತ್ನಿಸುತ್ತಿದೆ. ಈ ಚಿಂತನೆಗಳು ಬಹುಬೇಗ ಸಾಕಾರವಾಗಲಿ. ಅವೆಲ್ಲವುಗಳನ್ನು ಬಳಸಿಕೊಂಡು ಸಹಕಾರ ಕ್ಷೇತ್ರ ಸಾರ್ವಜನಿಕರಿಗೆ ಉತ್ತಮ ಸೇವೆಯನ್ನು ನೀಡಲು ಸಾಧ್ಯವಾಗಲಿ ಈ ಮೂಲಕ ಸಹಕಾರ ಕ್ಷೇತ್ರ ಬಲಿಷ್ಠವಾಗಿ ಬೆಳೆಯಲಿ ಎಂದು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಅಪೇಕ್ಷಿಸುತ್ತದೆ.

ರಾಜ್ಯದಲ್ಲಿ ಮೊಟ್ಟ ಮೊದಲ ಬಾರಿಗೆ ಸ್ಪಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾದವರೊಂದಿಗೆ ದಿನಾಂಕ 22 ಮಾರ್ಚ್ 2010 ರಲ್ಲಿ ಒಪ್ಪಂದಕ್ಕೆ ಸಹಿ ಹಾಕುವುದರೊಂದಿಗೆ ದಿನಾಂಕ 25 ಏಪ್ರಿಲ್ 2010 ರಂದು ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್‌ನ್ನು ವಿತರಿಸಲಾಗಿದೆ.

ಅಧ್ಯಾಯ 01

1. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಂದರೇನು?

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಂದರೆ ಕಂಪ್ಯೂಟರ್ ಅಪ್ಲಿಕೇಷನ್ ಆಧಾರಿಸಿ, ಸರ್ಕಾರಕ್ಕೆ ನ್ಯಾಯಿಕೇತರ (Non-Judicial) ತೆರಿಗೆ ಪಾವತಿಸುವ ಸುರಕ್ಷಿತ ಮಾರ್ಗ. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ನಿಮಿಷಗಳಲ್ಲಿ ಸೃಷ್ಟಿಸಬಹುದು ಮತ್ತು ಈ ಸರ್ಟಿಫಿಕೇಟ್‌ನಲ್ಲಿ ತಿದ್ದುಪಡಿಗೇ ಅವಕಾಶವಿರುವುದಿಲ್ಲ. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಸತ್ಯಾಸತ್ಯತೆಗಳನ್ನು ವಿಚಾರಣಾ ಘಟಕದ ಮೂಲಕ ತಿಳಿಯಬಹುದು. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ಒಂದು ವಿಶೇಷ ಗುರುತಿನ ಸಂಖ್ಯೆಯನ್ನು (UIN-Unique Identification Number) ಹೊಂದಿರುತ್ತದೆ. ಇದಕ್ಕೆ ಯಾವುದೇ ನಿರ್ದಿಷ್ಟ ವರ್ಗಗಳ ಮತ್ತು ಪಂಥಗಳ ವರ್ಗೀಕರಣದ ಅಗತ್ಯವಿಲ್ಲ.

2. ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆಯ ಉದ್ದೇಶ ಹಾಗೂ ಅನುಕೂಲತೆಗಳು

- ಸ್ವಾಂಪ್ ಪೇಪರ್ ಮಾರಾಟದ ಅವ್ಯವಹಾರ ತಡೆಗಟ್ಟುವುದು.
- “ಇ” ಸ್ವಾಂಪ್ ಮಾರಾಟದ ಮೂಲಕ ಸರ್ಕಾರಕ್ಕೆ ಸಂದಾಯವಾಗುವ ಕಂದಾಯದಲ್ಲಿನ ಸೋರಿಕೆಯನ್ನು ತಡೆಗಟ್ಟುವುದು.
- ಉತ್ತಮ ಕಂದಾಯ ಸಂಗ್ರಹದ ವ್ಯವಸ್ಥೆಯ ನಿರ್ಮಾಣ ಮಾಡುವುದು.
- ಎಲ್ಲ ಮಾಹಿತಿಯನ್ನು ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಮಾಧ್ಯಮದ ಮೂಲಕ ವ್ಯವಸ್ಥಿತವಾಗಿ ಸಂಗ್ರಹ ಮಾಡುವುದು.
- ಮಾಹಿತಿ ಸಂಗ್ರಹಣೆ ಹಾಗೂ ಬಳಕೆಯಲ್ಲಿ ಆಧುನಿಕತೆ.
- ಕನಿಷ್ಠ ಯಂತ್ರಗಳ ಬಳಕೆ ಹೆಚ್ಚು ವ್ಯವಸ್ಥಿತ ಕಾರ್ಯಾಚರಣೆ.
- 24/7 ಸೇವೆಗಳು ಲಭ್ಯವಾಗುವಂತಹ ಅಂತರ್ಜಾಲದ ವ್ಯವಸ್ಥೆ
- ನೋಂದಣೆ ಮಾಡುವ ಅಧಿಕಾರಿಗಳು ಸದರಿ ಕ್ರಮ ಸಂಖ್ಯೆಯನ್ನು ಲಾಕ್ ಮಾಡುವ ವ್ಯವಸ್ಥೆಯಿರುವುದರಿಂದ ಬೇರೆಯವರು ಈ ಕ್ರಮ ಸಂಖ್ಯೆಯನ್ನು ಉಪಯೋಗಿಸಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.
- “2ಡಿ” ಬಾರ್ ಕೋಡ್ ಇರುವುದರಿಂದ ದುರುಪಯೋಗವಾಗುವ ಅವಕಾಶವಿರುವುದಿಲ್ಲ.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುವ ಕಾಗದವನ್ನು ನಕಲು ಮಾಡಲು ಬರುವುದಿಲ್ಲ ಅಥವಾ ದುರ್ಬಳಕೆ ಮಾಡಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.

ಭಾರತ ಸರಕಾರವು ಮೇಲಿನ ಉದ್ದೇಶಗಳಿಗಾಗಿ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರವನ್ನು ನಿರ್ವಹಿಸಲು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾದವರಿಗೆ ಒಪ್ಪಂದ ಮಾಡಿಕೊಳ್ಳುವ ಮೂಲಕ ವಹಿಸಲಾಗಿದೆ. ಅತ್ಯಂತ ನೂತನ ತಾಂತ್ರಿಕತೆಯನ್ನು ಅಳವಡಿಸಿ ಗ್ರಾಹಕರಿಗೆ ಉತ್ತಮ ಸೇವೆಯನ್ನು ಒದಗಿಸಿ ಹಣಕಾಸಿನ ಹಾಗೂ ತಾಂತ್ರಿಕತೆಯ ಸೇವೆ ಸಲ್ಲಿಸುವಲ್ಲಿ ಮಾರುಕಟ್ಟೆಯಲ್ಲಿ ಉತ್ತಮ ಸಂಸ್ಥೆಯಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ಗುರಿಯನ್ನು ಈ ಸಂಸ್ಥೆ ಹೊಂದಿದೆ.

3. “ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ನಿರ್ವಹಣೆಯಲ್ಲಿ ತೊಡಗಿಸಿಕೊಂಡಿರುವ ಸಂಸ್ಥೆಗಳು

- ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಮುಂಬಯಿ. (ಎಸ್‌ಹೆಚ್‌ಸಿಐಎಲ್) (ಸಿಆರ್‌ಎ)
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾರಾಟದ ಹಾಗೂ ಕಂದಾಯ ಸಂಗ್ರಹಣೆಯ ಅಧಿಕೃತ ಕೇಂದ್ರಗಳು (ಎಸಿಸಿ)
- ಉಪನೋಂದಣಾಧಿಕಾರಿ
- ಕಂದಾಯ ಇಲಾಖೆ
- ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ.,

ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ (ಎಸ್‌ಹೆಚ್‌ಸಿಐಎಲ್) ಮುಂಬಯಿ

ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ (ಎಸ್‌ಹೆಚ್‌ಸಿಐಎಲ್) ಇದು ಒಂದು ಸಂಸ್ಥೆಯಾಗಿದೆ. ಭಾರತ ಸರಕಾರವು “ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರವನ್ನು ನಿರ್ವಹಿಸಲು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾದವರಿಗೆ ಒಪ್ಪಂದ ಮಾಡಿಕೊಳ್ಳುವ ಮೂಲಕ ವಹಿಸಲಾಗಿದೆ. ಎಸ್‌ಹೆಚ್‌ಸಿಐಎಲ್ ರಾಷ್ಟ್ರಾದ್ಯಂತ 190 ಶಾಖೆಗಳ ಮೂಲಕ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿದೆ. ಇದರ ಕಾರ್ಯನಿರ್ವಹಣೆ ಹಾಗೂ ವ್ಯವಹಾರಗಳೆಲ್ಲ ಭಾರತ ಸರಕಾರದ ಹೆಸರಿನಲ್ಲಿರುತ್ತದೆ.

ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾವನ್ನು ಕೇಂದ್ರ ಸರ್ಕಾರದ ಸೆಂಟ್ರಲ್ ರೆಕಾರ್ಡ್ ಕೀಪಿಂಗ್ ಏಜೆನ್ಸಿ (CRA)ಯಾಗಿ ನಿಯೋಜಿಸಲಾಗಿದೆ. CRAನ ಕಾರ್ಯಗಳೆಂದರೆ ಐಡಿ ಬಳಕೆದಾರರ ನೋಂದಣಿ, ಸಂಘಟಿತ ಬ್ಯಾಲೆನ್ಸ್‌ನ ನಿರ್ವಹಣೆ, ಒಟ್ಟಾರೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಅಪ್ಲಿಕೇಷನ್‌ಗಳ ಕಾರ್ಯಗಳನ್ನು ಗಮನಿಸುವುದು ಹಾಗೂ ಅವುಗಳ ನಿರ್ವಹಣೆ.

“ಇ” ಸ್ವಾಂಪ್ ಮಾರಾಟದ ಹಾಗೂ ಕಂದಾಯ ಸಂಗ್ರಹಣೆಯ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳು (ಎಸಿಸಿ)

ACC (Authorised Collection Center) ಎಂದರೆ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರ ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಹಾಗೂ ಗ್ರಾಹಕರ ನಡುವಿನ ಮಧ್ಯವರ್ತಿಗಳೇ ಈ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳು. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಈ ACC ಗಳನ್ನು ನಿಯೋಜಿಸುತ್ತದೆ. ಹತ್ತಿರದ ಮತ್ತು ರಾಜ್ಯದ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳನ್ನು www.shcilestamp.com ವೆಬ್‌ಸೈಟ್‌ನ ಸಂಪರ್ಕ ಸೇವೆಯಿಂದ ತಿಳಿಯಬಹುದು.

ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳನ್ನು ಯಾರು ತೆರೆಯಬಹುದು?

1. ಬ್ಯಾಂಕುಗಳು
2. ಅಂಚೆ ಕಛೇರಿಗಳು
3. ಇತರೆ ಆರ್ಥಿಕ ಸಂಸ್ಥೆಗಳು

ಎ.ಸಿ.ಸಿ. ಕೇಂದ್ರಗಳ ಕಾರ್ಯನಿರ್ವಹಣೆ

- “ಇ” ಸ್ವಾಂಪ್ ಮಾರಾಟದ ಹಾಗೂ ಕಂದಾಯ ಸಂಗ್ರಹಣೆಯ ಅಧಿಕೃತ ಕೇಂದ್ರಗಳು (ಎಸಿಸಿ)
- ಸಾರ್ವಜನಿಕರ ದಸ್ತಾವೇಜುಗಳಿಗೆ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುವ ಮೂಲಕ ಕಂದಾಯ ಸಂಗ್ರಹಣೆ.
- ಸಂಗ್ರಹಣೆಯಾದ ಕಂದಾಯವನ್ನು ಎಸ್‌ಹೆಚ್‌ಸಿಐಎಲ್‌ಗೆ ಸಂದಾಯಮಾಡುವುದು.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರವನ್ನು ಅಚ್ಚುಕಟ್ಟಾಗಿ ದಾಖಲಿಸುವುದು ಹಾಗೂ ನಿರ್ವಹಿಸುವುದು.
- ಹೆಚ್ಚುವರಿ ಸ್ವಾಂಪ್ ಡ್ಯೂಟಿ ಜನರೇಟ್ ಮಾಡಲು ಕ್ರಮವಿಡುವುದು.

ಉಪನೋಂದಣಾಧಿಕಾರಿಯವರ ಕಾರ್ಯ

- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ಪರಿಶೀಲನೆ.
- ದಸ್ತಾವೇಜುಗಳ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಕ್ರಮಸಂಖ್ಯೆಗಳನ್ನು ಲಾಕ್ ಮಾಡುವುದು.
- ಆಡಳಿತ ಮತ್ತು ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಿದ್ಧಪಡಿಸುವುದು.

ಕಂದಾಯ ಇಲಾಖೆ ಕಾರ್ಯ

- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮೂಲಕ ಸಂಗ್ರಹವಾಗುವ ಕಂದಾಯ ಸಂಗ್ರಹಣೆ.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ನಂಬರ್‌ಗಳನ್ನು ಲಾಕ್ ಮಾಡುವುದು.
- ಎಸಿಸಿ ಕೇಂದ್ರಗಳ ನೇಮಕಾತಿಯನ್ನು ಅನುಮೋದಿಸುವುದು.
- ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಪರಿಶೀಲನೆ.

ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಕಾರ್ಯ

- ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಮತ್ತು ಸದಸ್ಯ ಸಹಕಾರಿಗಳ ನಡುವೆ ಒಪ್ಪಂದದ ಮೂಲಕ ಮಧ್ಯವರ್ತಿಯಾಗಿ ಕೆಲಸ ನಿರ್ವಹಿಸುತ್ತಿದೆ.
- “ಇ”ಸ್ವಾಂಪಿಂಗ್ ಎಸಿಸಿಗಳಿಗೆ ಷರತ್ತು ಮತ್ತು ನಿಯಮಾನುಸಾರ ಅನುಮತಿಯನ್ನು ನೀಡುವುದು
- “ಇ”ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ಪರಿಶೀಲನೆ.
- ಆಡಳಿತ ಮತ್ತು ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಿದ್ಧಪಡಿಸುವುದು.
- “ಇ”ಸ್ವಾಂಪಿಂಗ್ ಎಸಿಸಿ ಕೇಂದ್ರಗಳ ಸಿಬ್ಬಂದಿಯವರಿಗೆ ನುರಿತ ತಜ್ಞರಿಂದ ತರಬೇತಿ ನೀಡುವುದು.
- ಎಸಿಸಿ ಕೇಂದ್ರಗಳ ಪರಿವೀಕ್ಷಣೆ ಮಾಡುವುದು.

4. “ಇ”ಸ್ವಾಂಪಿಂಗ್ ಕಾರ್ಯಾಚರಣೆಯ ಹಂತಗಳು

- ಗ್ರಾಹಕರು ತಮಗೆ ಅವಶ್ಯಕವೆನಿಸುವ ದಸ್ತಾವೇಜುಗಳಿಗೆ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುವುದಕ್ಕಾಗಿ ನಿಗದಿತ ಅರ್ಜಿ ನಮೂನೆಯಲ್ಲಿ ಮಾಹಿತಿಯನ್ನು ಭರ್ತಿಮಾಡಿ ಹಣ ಪಾವತಿಸಿ ಅರ್ಜಿ ಸಲ್ಲಿಸಬೇಕು.
- ಹಣ ಸಂಗ್ರಹಿಸಿದ ಅಧಿಕಾರಿಯು (ಯೂಸರ್) ಗ್ರಾಹಕರು ಒದಗಿಸಿದ ಮಾಹಿತಿಯನ್ನು ಕಂಪ್ಯೂಟರಿಗೆ ದಾಖಲಿಸಬೇಕು.
- ಕಂಪ್ಯೂಟರಿಗೆ ದಾಖಲಿಸಿದ ಮಾಹಿತಿ ಸರಿಯಿರುವ ಬಗ್ಗೆ ಕಂಪ್ಯೂಟರ್ ನಿಂದ ಗ್ರಾಹಕರಿಗೆ ತೋರಿಸಿ ಗ್ರಾಹಕರಿಂದ ದೃಢೀಕರಿಸಿಕೊಳ್ಳಬೇಕು (ಪ್ರೀವ್ಯೂ).
- ಕಂಪ್ಯೂಟರಿಗೆ ದಾಖಲಿಸಿದ ಮಾಹಿತಿಯು ಅಂತರಜಾಲದ ಮೂಲಕ ಎಸ್‌ಹೆಚ್‌ಸಿಐಎಲ್ ನಲ್ಲಿ ಕೇಂದ್ರೀಯ ಸರ್ವರ್‌ಗೆ ದಾಖಲಾಗುತ್ತದೆ. ಈ ಸರ್ವರ್‌ನಲ್ಲಿ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡಲು ಎಸಿಸಿ ಕೇಂದ್ರದ ಖಾತೆಯಲ್ಲಿ ಅವಶ್ಯಕವಿರುವ ಹಣ ಲಭ್ಯವಿರುವ ಬಗ್ಗೆ ವಿವರ ತೋರಿಸುತ್ತದೆ. ಹಾಗೂ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡಲು ಅನುಮತಿಸುತ್ತದೆ.
- ಸರ್ವರ್‌ನಲ್ಲಿ ಅನುಮತಿ ಪಡೆದ ನಂತರ ಅಧಿಕಾರಿಯು (ಸೂಪರ್‌ವೈಸರ್) “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುತ್ತಾರೆ.
- ಒಂದು ಸಾರಿ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡಿದ ನಂತರ ಅದರಲ್ಲಿ ಯಾವುದೇ ತಿದ್ದುಪಡಿ ಅಥವಾ ಬದಲಾವಣೆ ಮಾಡಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ ಮತ್ತು ದ್ವಿಪ್ರತಿಯನ್ನು ತೆಗೆಯಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.

5. “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಕಾರ್ಯ ನಿರ್ವಹಿಸುವ ಎಸಿಸಿ ಕೇಂದ್ರದ ಅಧಿಕಾರಿಗಳು ಗಮನಿಸಬೇಕಾದ ವಿಷಯಗಳು.

- ಒಂದು ಸಹಕಾರಿಯು ಅವಶ್ಯಕವೆನಿಸುವಷ್ಟು ಕೇಂದ್ರಗಳನ್ನು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಷರತ್ತು ಮತ್ತು ಅನುಮತಿಯೊಂದಿಗೆ ಪ್ರಾರಂಭಿಸಬಹುದು.
- ಯಾವ ವಿಳಾಸಕ್ಕೆ ಅನುಮತಿ ಪಡೆದಿರುತ್ತಾರೋ ಆ ವಿಳಾಸದಲ್ಲೇ “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಪ್ರಾರಂಭ ಮಾಡಬೇಕು. ವಿಳಾಸವನ್ನು ಬದಲಾಯಿಸಲು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯ ಅನುಮತಿ ಪಡೆಯಬೇಕು. ಅನುಮತಿಯಿಲ್ಲದೆ ವಿಳಾಸ ಬದಲಾಯಿಸಿದರೆ ಸೂಕ್ತ ಕ್ರಮ ಕೈಗೊಳ್ಳಲಾಗುವುದು.
- ಪ್ರತಿ ಕೇಂದ್ರಕ್ಕೆ ಗರಿಷ್ಠ ಎರಡು ಸೂಪರ್‌ವೈಸರ್ ಹಾಗೂ ಎರಡು ಯೂಸರ್ ಇರಬೇಕು.
- ಪ್ರತಿಯೊಂದು ಕೇಂದ್ರದಿಂದ ರೂ 50,000/- ಗಳನ್ನು ಸಂಯುಕ್ತ ಸಹಕಾರಿಯಲ್ಲಿ ಸೆಕ್ಯೂರಿಟಿ ಡಿಪಾಸಿಟ್ ಹಾಗೂ ರೂ. 99,000/- ರೂಗಳನ್ನು ಟ್ರೇಡಿಂಗ್ ಮೊತ್ತ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯಲ್ಲಿ ಇಡಬೇಕು ಮತ್ತು ರೂ. 1000/- ನಿರ್ವಹಣಾ ಶುಲ್ಕವನ್ನು ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ ಪಾವತಿಸಬೇಕು.
- ಎಸಿಸಿ ಕೇಂದ್ರಗಳನ್ನು ಹೊಂದಿರುವ ಸಹಕಾರಿಗಳು ನಿರಂತರ ಟ್ರೇಡಿಂಗ್ ಡಿಪಾಸಿಟ್ ಮೊತ್ತವನ್ನು ಕಾಯ್ದುಕೊಳ್ಳುತ್ತಿರಬೇಕು. ಡಿಪಾಸಿಟ್‌ಗಿಂತಲೂ ಹೆಚ್ಚಿನ ಮೊತ್ತದ ವ್ಯವಹಾರವನ್ನು ಮಾಡುವ ಮೊದಲು ಡಿಪಾಸಿಟ್ ಮೊತ್ತವನ್ನು ಹೆಚ್ಚಿಸಿಕೊಳ್ಳುವುದು ಅವಶ್ಯಕ.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ಎಸಿಸಿ ಕೇಂದ್ರದ ಅಧಿಕಾರಿಗಳು ಗ್ರಾಹಕರು ನೀಡುವ ಮಾಹಿತಿಯನ್ನು ನಿಗದಿತ ಅರ್ಜಿ ನಮೂನೆಯಲ್ಲಿ ಗ್ರಾಹಕರ ಪರವಾಗಿ ತಾವೇ ಭರ್ತಿಮಾಡಬಾರದು. ಬೇರೆಯವರಿಂದಲೇ ಭರ್ತಿ ಮಾಡಿಸಬೇಕು.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಮಾಡುವುದಕ್ಕಾಗಿ 80-100 GSM ಎಕ್ಸ್‌ಕ್ಯುಟಿವ್ ಬಾಂಡ್ ಪೇಪರ್‌ನೇ ಉಪಯೋಗಿಸಬೇಕು.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಕಾಗದವನ್ನು ಯಾರು ಪಡೆದಿರುತ್ತಾರೋ ಯಾವ ಉದ್ದೇಶಕ್ಕಾಗಿ ಪಡೆದಿರುತ್ತಾರೋ ಅದೇ ಉದ್ದೇಶಕ್ಕೆ ಮತ್ತು ಅವರೇ ಬಳಸಬೇಕು. ಬೇರೆಯವರಿಗೆ ಇನ್ನಾವುದೇ ಉದ್ದೇಶಕ್ಕಾಗಿ ಬಳಸಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.
- “ಇ” ಸ್ವಾಂಪಿಂಗ್ ಕಾಗದವನ್ನು ಬಳಸಲು ಸದ್ಯಕ್ಕೆ ಸ್ಥಳ ಹಾಗೂ ಕಾಲಾವಕಾಶದ ಮಿತಿಯಿರುವುದಿಲ್ಲ. ಯಾವಾಗ ಬೇಕಾದರೂ ಕರ್ನಾಟಕದ ಯಾವ ಸ್ಥಳದಲ್ಲಿ ಎಲ್ಲಿ ಬೇಕಾದರೂ ಉಪಯೋಗಿಸಬಹುದು.
- ಎಸಿಸಿ ಕೇಂದ್ರದ ಸಿಬ್ಬಂದಿಯವರು ಸೂಪರ್ ವೈಸರ್‌ಗೆ ನೀಡಿರುವ ಯೂಸರ್ ಐಡಿ ಹಾಗೂ ಪಾಸ್‌ವರ್ಡ್‌ನ್ನು ಬೇರೆಯವರಿಗೆ ತಿಳಿಸಬಾರದು, ಹಾಗೆ ತಿಳಿಸಿದ್ದಲ್ಲಿ ಬೇರೆಯವರು ಸದರಿ ಯೂಸರ್ ಐಡಿ ಹಾಗೂ ಪಾಸ್‌ವರ್ಡ್ ಉಪಯೋಗಿಸಿ ನಿರ್ವಹಿಸಿದಾಗ ಆಗುವ

ಹಣಕಾಸಿನ ವ್ಯತ್ಯಾಸಗಳಿಗೆ ಯೂಸರ್ ಐಡಿ ಹೊಂದಿರುವ ಸಿಬ್ಬಂದಿಯನ್ನೇ ಹೊಣೆಗಾರನಾಗಿ ಮಾಡಲಾಗುವುದು.

- ಪಾಸ್‌ವರ್ಡ್ ಹೊಂದಿರುವ ಸಿಬ್ಬಂದಿ ಸಹಕಾರಿಯ ಕೆಲಸದಿಂದ ವಜಾ ಆದರೆ, ಕೆಲಸ ಬಿಟ್ಟು ಹೋದರೆ, ದೀರ್ಘ ಕಾಲದ ರಜೆ ಹೋಗುವಾಗ, ವರ್ಗಾವಣೆಯಾದಾಗ ತಮ್ಮ ಪಾಸ್‌ವರ್ಡ್‌ನ್ನು ತಕ್ಷಣ ಡಿ-ಆಕ್ಟಿವೇಟ್ ಮಾಡಿಸಿಕೊಳ್ಳಬೇಕು.
- ಎಲ್ಲ ಎಸಿಸಿ ಕೇಂದ್ರಗಳು ಒರಿಜಿನಲ್ ಪ್ರಿಂಟರ್ ಕಾಟ್ರೇಜ್‌ನ್ನೇ ಉಪಯೋಗಿಸತಕ್ಕದ್ದು. ಒರಿಜಿನಲ್ ಪ್ರಿಂಟರ್ ಕಾಟ್ರೇಜ್‌ನ್ನು ಉಪಯೋಗಿಸದಿದ್ದಲ್ಲಿ ಆ ಎಸಿಸಿಯ ಮೇಲೆ ಸೂಕ್ತ ಕ್ರಮ ತೆಗೆದುಕೊಳ್ಳಲಾಗುವುದು. ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯಿಂದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸೌಲಭ್ಯ ಹೊಂದಿರುವ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳಿಗೆ ಪ್ರಿಂಟಿಂಗ್ ಕಾಟ್ರೇಜ್‌ನ್ನು ಹೆಚ್ ಪಿ ಕಂಪನಿಯೊಂದಿಗೆ ಒಪ್ಪಂದ ಮಾಡಿಕೊಂಡು ಖರೀದಿಸಲು ಅವಕಾಶ ಮಾಡಿಕೊಟ್ಟಿರುತ್ತದೆ. ಕಾಟ್ರೇಜ್‌ನ ಬೆಲೆ ಹಾಗೂ ಹೆಸರನ್ನು ಈ ಕೆಳಗೆ ತಿಳಿಸಲಾಗಿದೆ. ಹಾಗೂ ಖರೀದಿಸಿದ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳಿಗೆ ಕಾಟ್ರೇಜ್‌ನ್ನು ಪ್ರತಿ ತಿಂಗಳ ಮೊದಲ ವಾರದಂದು ಹೆಚ್ ಪಿ ಕಂಪನಿಯವರು ವಿಲೇವಾರಿ ಮಾಡುತ್ತಾರೆ. ಕಾಟ್ರೇಜ್ ಆರ್ಡರನ್ನು printercartridge@souharda.coop ಈ ಮೇಲ್ ಐಡಿಗೆ ಕಳುಹಿಸತಕ್ಕದ್ದು. 2055ಡಿ ಪ್ರಿಂಟರ್ ಕಾಟ್ರೇಜ್ ಬೆಲೆ ರೂ.4,780/- ಹಾಗೂ 401ಡಿ ಪ್ರಿಂಟರ್ ಕಾಟ್ರೇಜ್ ಬೆಲೆ ರೂ.5,300/- (ಬೆಲೆಗಳ ಏರಿಳಿತಗಳಿಂದ ಬೆಲೆಯಲ್ಲಿ ವ್ಯತ್ಯಾಸ ಉಂಟಾಗಬಹುದು)

6. ಆರ್ಥಿಕ ಪ್ರಯೋಜನಗಳ ವಿವರ

“ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ಮಾಡುವ ಎಸಿಸಿ ಕೇಂದ್ರಗಳಿಗೆ (ಸಹಕಾರಿಗಳಿಗೆ) ದೊರಕುವ ಸೇವಾ ಶುಲ್ಕ

ಕ್ರಮ ಸಂಖ್ಯೆ	ವಿವರ	ಸೇವಾ ಶುಲ್ಕ
1.	ರೂ. 10 ರಿಂದ ರೂ.100/- ವರೆಗೆ	ರೂ. 10/-
2.	ರೂ. 101 ರಿಂದ ರೂ. 5000/- ವರೆಗೆ	ರೂ. 15/-
3.	ರೂ. 5000/- ದ ನಂತರದ ಮೊತ್ತಕ್ಕೆ	ಇಲ್ಲ

* ಮೇಲಿನ ಸೇವಾ ಶುಲ್ಕಕ್ಕೆ ಸಹಕಾರಿಗಳು ಕಡ್ಡಾಯವಾಗಿ ಪ್ರತ್ಯೇಕ ರಶೀದಿಯನ್ನು ಗ್ರಾಹಕರಿಗೆ ಕೊಡಬೇಕು.

“ಇ” ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಹಾರ ಮಾಡುವ ಎಸಿಸಿ ಕೇಂದ್ರಗಳಿಗೆ (ಸಹಕಾರಿಗಳಿಗೆ) ದೊರಕುವ ಕಮೀಷನ್

ಆಯಾ ತಿಂಗಳಲ್ಲಿ ಎಸಿಸಿ ಕೇಂದ್ರಗಳು ವ್ಯವಹಾರ ಮಾಡಿದ(ಸರ್ಕಾರಕ್ಕೆ ಪಾವತಿಯಾದ ಸ್ವಾಂಪ್ ಡ್ಯೂಟಿ) ಮೊತ್ತದ ಮೇಲೆ ರೂ0.15% ಕಮೀಷನನ್ನು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ರವರಿಂದ ಪ್ರತಿ ತಿಂಗಳು ಸಂಯುಕ್ತ ಸಹಕಾರಿಗೆ (ಶೇ.5 ರಷ್ಟು ಟಿಡಿಎಸ್ ಕಡಿತಗೊಳಿಸಿ) ಕಳುಹಿಸಲಾಗುತ್ತದೆ. ನಂತರ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಈ ವ್ಯವಹಾರ ನಿರ್ವಹಿಸುವ ಸಹಕಾರಿಗಳಿಗೆ (ಶೇ.5 ರಷ್ಟು ಟಿಡಿಎಸ್ ಕಡಿತಗೊಳಿಸಿ) ಉಳಿಕೆ ಮೊತ್ತವನ್ನು ವರ್ಗಾವಣೆ ಮಾಡುತ್ತದೆ.

7. ಪಾಲಿಸಬೇಕಾದ ಅಂಶಗಳು

- ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮುದ್ರಣಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅಸಲಿ ಕಾರ್ಡ್‌ನ್ನು ಮಾತ್ರ ಬಳಸಬೇಕು. ನಕಲಿ ಅಥವಾ ಮರುಬಳಕೆಯ ಕಾರ್ಡ್‌ನ್ನು ಬಳಸುವಂತಿಲ್ಲ.
- ಇ-ಸ್ವಾಂಪ್ ಪಡೆಯುವ ಸಂದರ್ಭದಲ್ಲಿ ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಶನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ., (Stock Holding Corporation of India Ltd.) ರವರು ನೀಡಿರುವ ಮಾದರಿಯಲ್ಲಿಯೇ ಗ್ರಾಹಕರ ಅರ್ಜಿ ನಮೂನೆಗಳನ್ನು ಪಡೆಯತಕ್ಕದ್ದು.
- ಸಹಕಾರಿಯ ವಿಳಾಸ ಮತ್ತು ಕಛೇರಿಯ ವೇಳೆಯನ್ನು ಕೌಂಟರ್‌ನ ಹೊರ ಭಾಗದಲ್ಲಿ ಸ್ಪಷ್ಟವಾಗಿ ನಮೂದಿಸಬೇಕು. ಬೆಳಿಗ್ಗೆ 10:00ರಿಂದ ಸಂಜೆ 4:00ರವರೆಗೆ ಕಡ್ಡಾಯವಾಗಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ನೀಡತಕ್ಕದ್ದು.
- ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸಿಬ್ಬಂದಿಯು ಸೇವೆಯಿಂದ ಬಿಡುಗಡೆಗೊಂಡಲ್ಲಿ ಅಥವಾ ವಜಾಗೊಂಡಲ್ಲಿ ಅಂತಹ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ನೀಡಿರುವ ಐ.ಡಿ ಯನ್ನು ತಕ್ಷಣ ನಿಷ್ಕ್ರಿಯ (De-Activation) ಗೊಳಿಸಲು ಕ್ರಮ ಕೈಗೊಳ್ಳಬೇಕು.
- ಇ-ಸ್ವಾಂಪಿಂಗ್ ಪೇಪರ್‌ನ್ನು 80 ರಿಂದ 100 ಜಿ.ಎಸ್.ಎಮ್ ಬಾಂಡ್ ಪೇಪರ್‌ನಲ್ಲಿ ಮಾತ್ರ ಮುದ್ರಿಸಬೇಕು.
- ನಿಮ್ಮ ಸಹಕಾರಿಯ ಇ-ಸ್ವಾಂಪಿಂಗ್‌ನ ಸಿಬ್ಬಂದಿ ತಮ್ಮ ಗುಪ್ತಸಂಖ್ಯೆಯನ್ನು ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಬೇರೆಯವರೊಂದಿಗೆ ಹಂಚಿಕೊಳ್ಳತಕ್ಕದ್ದಲ್ಲ.
- ಇ-ಸ್ವಾಂಪಿಂಗ್ ಪೇಪರ್‌ನ್ನು ವೈಯಕ್ತಿಕ ಅಥವಾ ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿ ಮಾತ್ರ ನೀಡಬೇಕು ಹಾಗೂ ಸಂಸ್ಥೆಗೆ ನೀಡುವಾಗ ಅಗತ್ಯ ದಾಖಲೆಗಳನ್ನು ಪರಿಶೀಲಿಸಿಯೇ ನೀಡಬೇಕು.
- ಇ-ಸ್ವಾಂಪ್ ಪೇಪರ್‌ನ ಮೇಲೆ ಯಾವುದೇ ತಿದ್ದುಪಡಿ ಮಾಡಬಾರದು.
- ಗ್ರಾಹಕರಿಂದ ಪಡೆಯುವ ಸೇವಾ ಶುಲ್ಕಕ್ಕೆ ಸಹಕಾರಿಯಿಂದ ಸ್ವೀಕೃತಿ/ರಸೀದಿಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ನೀಡಬೇಕು.

- ಗ್ರಾಹಕರಿಂದ ಪಡೆಯುವ ಅರ್ಜಿ ನಮೂನೆಗಳನ್ನು ಕನಿಷ್ಠ ಒಂದು (ಅರ್ಜಿ ಪಡೆದ ದಿನಾಂಕದಿಂದ) ವರ್ಷಗಳ ಕಾಲ ಸಂರಕ್ಷಿಸಿ ಇಟ್ಟುಕೊಳ್ಳತಕ್ಕದ್ದು.
- ಸರ್ಕಾರಿ ಆದೇಶಗಳಿಗೆ ಅನುಗುಣವಾಗಿ ಗ್ರಾಹಕರಿಂದ ಸೇವಾಶುಲ್ಕ ಪಡೆಯಬೇಕಾಗುತ್ತದೆ.
- ಗ್ರಾಹಕರಿಗೆ ಅರ್ಜಿ ನಮೂನೆಯನ್ನು ಉಚಿತವಾಗಿ ನೀಡಬೇಕು.
- ರೂ.50,000/-ಕ್ಕಿಂತ ಹೆಚ್ಚಿನ ಮೊತ್ತದ ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸುವಾಗ ಸ್ವಾಂಪ್ ಮೊತ್ತ ಪಾವತಿಸುವವರ ಪ್ಯಾನ್ (PAN) ವಿವರವನ್ನು ಪಡೆಯಬೇಕು.
- ಪ್ರತಿ ಇ-ಸ್ವಾಂಪ್ ಮೇಲೆ ಕಛೇರಿಯ ಮೊಹರು ಹಾಕಿ ಇ-ಸ್ವಾಂಪ್ ಸೂಪರ್‌ವೈಸರ್ ಸಹಿ ಮಾಡಬೇಕು.
- ಸಾರ್ವಜನಿಕರಿಗಾಗಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕುರಿತ ಅವಶ್ಯಕ ಮಾಹಿತಿಗಳನ್ನು ತನ್ನ ಸೂಚನಾ ಫಲಕದಲ್ಲಿ ಪ್ರದರ್ಶಿಸಬೇಕು.
- ಇ-ಸ್ವಾಂಪ್ ವಿತರಿಸುವ ಪೂರ್ವದಲ್ಲಿ ಇ-ಸ್ವಾಂಪ್ ಸಿಬ್ಬಂದಿ (user) ಮತ್ತು ಇ-ಸ್ವಾಂಪ್ ಮೇಲ್ವಿಚಾರಕರು (supervisor) ನಿಗದಿಪಡಿಸಿದ ಸ್ಥಳದಲ್ಲಿ ವಿಶಿಷ್ಟ ಗುರುತಿನ ಸಂಖ್ಯೆ ಮತ್ತು ಪ್ರಮಾಣಪತ್ರದ ಸಂಖ್ಯೆಯನ್ನು ನಮೂದಿಸಿ ಸಹಿ ಮಾಡಬೇಕು ಮತ್ತು ಗ್ರಾಹಕರಿಂದ ಸ್ವೀಕೃತಿ ಸಹಿ ಮತ್ತು ದೂರವಾಣಿ ಸಂಖ್ಯೆಯನ್ನು ಪಡೆಯಬೇಕು.

8. ಒಪ್ಪಂದದ ವಿವರಗಳು

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸೌಲಭ್ಯವನ್ನು ಸದಸ್ಯರಿಗೆ ಒದಗಿಸುವ ಸಲುವಾಗಿ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾದ ಜೊತೆಗೆ ಒಪ್ಪಂದವನ್ನು ಮಾಡಿಕೊಂಡಿರುತ್ತದೆ. ಈ ಒಪ್ಪಂದದ ಆಧಾರದಲ್ಲಿಯೇ ಸಂಯುಕ್ತ ಸಹಕಾರಿಯು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸೇವೆ ಒದಗಿಸುವ ಸದಸ್ಯರೊಂದಿಗೆ ಕೂಡ ಒಪ್ಪಂದವನ್ನು ಮಾಡಿಕೊಂಡು ಸೌಲಭ್ಯ ಒದಗಿಸಲು ಅನುವು ಮಾಡಿಕೊಟ್ಟಿದೆ. ಸದಸ್ಯರೊಂದಿಗಿನ ಒಪ್ಪಂದ ಹೊಂದಿರುವ ಪ್ರಮುಖ ವಿವರಗಳನ್ನು ಇಲ್ಲಿ ಮಾಹಿತಿಗಾಗಿ ನೀಡಲಾಗುತ್ತಿದೆ.

1. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಗಳಿಗೆ ಅನುಮತಿ

1. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಗಳಿಗೆ ಅನುಮತಿ ನೀಡುವಂತೆ ಶಿಫಾರಸ್ಸು ಮಾಡುವ ಅಧಿಕಾರವು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ದಲ್ಲಿ ನಿಹಿತವಾಗಿರುತ್ತದೆ.
2. ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ವು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಗಳ ಸ್ಥಾಪನೆಗೆ ನಿರ್ದಿಷ್ಟ ಮಾನದಂಡವನ್ನು ನಿಗದಿಗೊಳಿಸಬಹುದಾಗಿದ್ದು, ಆ ಮಾನದಂಡವನ್ನು ಅನುಸರಿಸದ ಸಹಕಾರಿಯ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಕ್ಕೆ ಅನುಮತಿಯನ್ನು ನೀಡದಿರುವ ಹಕ್ಕು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ., ದಲ್ಲಿ ನಿಹಿತವಾಗಿರುತ್ತದೆ.

2. ಭದ್ರತಾ ಠೇವಣಿ

1. ಪ್ರತಿ ಸಹಕಾರಿಯು ಭದ್ರತಾ ಠೇವಣಿಯಾಗಿ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ಕ್ಕೆ ರೂ.50,000/- (ರೂ. ಐವತ್ತು ಸಾವಿರ ರೂಪಾಯಿಗಳು) ಮಾತ್ರ ಸಲ್ಲಿಸತಕ್ಕದ್ದು.
2. ಭದ್ರತಾ ಠೇವಣಿಯು ಬಡ್ಡಿರಹಿತವಾದದ್ದಾಗಿರುತ್ತದೆ.
3. ಭದ್ರತಾ ಠೇವಣಿಯನ್ನು ತಮ್ಮ ಸಹಕಾರಿಯು ಯಾವುದೇ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಯನ್ನು ಮುಚ್ಚಲು / ಕೊನೆಗೊಳಿಸಲು ಬಯಸಿದ ಸಂದರ್ಭದಲ್ಲಿ ಬಡ್ಡಿರಹಿತವಾಗಿ ಹಿಂಪಡೆಯಬಹುದು.

3. ಒಪ್ಪಂದದ ಅವಧಿ

1. ಒಪ್ಪಂದದ ಅವಧಿಯು ಒಪ್ಪಂದದ ದಿನದಿಂದ ಐದು ವರ್ಷಗಳವರೆಗೆ ಅಥವಾ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ವು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾದ ಜೊತೆ ಯಾವ ಅವಧಿಯವರೆಗೆ ಒಪ್ಪಂದದಲ್ಲಿರುತ್ತದೋ ಅಲ್ಲಿಯವರೆಗೆ. ಇವೆರಡರಲ್ಲಿ ಯಾವುದರ ಅವಧಿ ಮೊದಲು ಪೂರ್ಣಗೊಳ್ಳುತ್ತದೋ ಆ ಅವಧಿಯವರೆಗೆ ಒಪ್ಪಂದವು ಅಸ್ತಿತ್ವದಲ್ಲಿರುತ್ತದೆ.
2. ಇಬ್ಬರೂ ಪಕ್ಷಗಾರರು ಒಪ್ಪಿದಲ್ಲಿ ಮುಂದಿನ ಅವಧಿಯವರೆಗೂ ಸಹ ಒಪ್ಪಂದವನ್ನು ಮುಂದುವರಿಸಬಹುದಾಗಿದೆ.

4. ತರಬೇತಿ

ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ವು ತಮ್ಮ ಸಹಕಾರಿಗೆ ಇ-ಸ್ಟಾಂಪಿಂಗ್‌ಗಳನ್ನು ನಿರ್ವಹಣೆ ಕುರಿತು ತರಬೇತಿ ನೀಡುತ್ತದೆ. ಅಂತಹ ತರಬೇತಿಯನ್ನು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ವು ಗುರುತಿಸಿದ ಸ್ಥಳದಲ್ಲಿ, ನಿಗದಿಪಡಿಸಿದ ಅವಧಿಯವರೆಗೆ, ನಿಗದಿಪಡಿಸಿದ ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿ ಪಡೆಯಬೇಕು.

5. ಸದಸ್ಯ ಸಹಕಾರಿಯ ಕರ್ತವ್ಯ ಮತ್ತು ಜವಾಬ್ದಾರಿ

1. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಗಳ ಸ್ಥಾಪನೆಗೆ ಅಗತ್ಯವಾದ ಎಲ್ಲಾ ವ್ಯವಸ್ಥೆಗಳನ್ನು ತಮ್ಮ ಸಹಕಾರಿಯೇ ಮಾಡಿಕೊಳ್ಳತಕ್ಕದ್ದು.
2. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ಗಳ ಸ್ಥಾಪನೆಗೆ ಅಗತ್ಯವಾದ ಎಲ್ಲಾ ಖರ್ಚು-ವೆಚ್ಚಗಳನ್ನು ಸಹಕಾರಿಯೇ ಭರಿಸತಕ್ಕದ್ದು.
3. ಸಹಕಾರಿಯು ಒಂದು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ಕ್ಕೆ ಕನಿಷ್ಠ ರೂ.99,000/- (ತೊಂಬತ್ತೊಂಬತ್ತು ಸಾವಿರ) ಗಳನ್ನು ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಯಾಗಿ, ರೂ.1,000 (ಒಂದು ಸಾವಿರ) ನಿರ್ವಹಣಾ ಶುಲ್ಕ ಹಾಗೂ ರೂ.50,000/-ಗಳನ್ನು ಭದ್ರತಾ ಠೇವಣಿಯಾಗಿ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ಕ್ಕೆ ಬೆಂಗಳೂರಿನಲ್ಲಿ ಸಂದಾಯವಾಗುವಂತೆ ಪಾವತಿಸತಕ್ಕದ್ದು. ಒಂದು ವೇಳೆ

ಸಹಕಾರಿಯು ದಿನಂಪ್ರತಿ ವ್ಯವಹಾರವು ರೂ.100000/- (ರೂ. ಒಂದು ಲಕ್ಷ) ಕ್ಕಿಂತ ಹೆಚ್ಚಿಗೆ ನಡೆಸುತ್ತಿದ್ದಲ್ಲಿ ತಮ್ಮ ವ್ಯವಹಾರದ ಮೊತ್ತಕ್ಕೆ ಅನುಗುಣವಾಗಿ ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಯನ್ನು ಹೆಚ್ಚಿಸಬೇಕು.

4. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವು ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಗಿಂತ ಹೆಚ್ಚಿಗೆ ಮೊತ್ತದ ಇ-ಸ್ವಾಂಪಿಂಗ್‌ಗಳನ್ನು ನೀಡಬೇಕಾದಲ್ಲಿ ಅದಕ್ಕಿಂತ ಪೂರ್ವದಲ್ಲಿ ತಮ್ಮ ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಯನ್ನು ಹೆಚ್ಚಿಸಿಕೊಂಡಿರಬೇಕು.
5. ಸಹಕಾರಿಯು ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಗಿಂತ ಹೆಚ್ಚಿಗೆ ಮೊತ್ತದ ಇ-ಸ್ವಾಂಪಿಂಗ್‌ಗಳನ್ನು ನೀಡುವಂತಿಲ್ಲ. ಒಂದು ವೇಳೆ ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಯನ್ನು ಮೀರಿ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ವು ಇ-ಸ್ವಾಂಪಿಂಗ್‌ಗಳನ್ನು ನೀಡಿದಲ್ಲಿ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ವನ್ನು ಮುನ್ನೂಚನಾರಹಿತವಾಗಿ ಸ್ಥಗಿತಗೊಳಿಸಲಾಗುವುದು ಮತ್ತು ಅಂಥಹ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವು ತಾನು ವ್ಯವಹಾರದ ಮುಂಗಡ ಮಿತಿಯನ್ನು ಮೀರಿ ನೀಡಿದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮೊತ್ತದ ದ್ವಿಗುಣ ಮೊತ್ತವನ್ನು ದಂಡ ರೂಪದಲ್ಲಿ ಪಾವತಿಸಬೇಕು ಅಂತಹ ದಂಡವನ್ನು ಸಹಕಾರಿಯೇ ಭರಿಸತಕ್ಕದ್ದು.
6. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ದಲ್ಲಿ ಯಾವುದೇ ಅವ್ಯವಹಾರ ಉಂಟಾದಲ್ಲಿ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ವು ಜವಬ್ದಾರಿಯಾಗಿರುವುದಿಲ್ಲ. ಅಂತಹ ಎಲ್ಲಾ ಅವ್ಯವಹಾರಗಳಿಗೆ ಸಹಕಾರಿಯ ಮುಖ್ಯಕಾರ್ಯನಿರ್ವಹಣಾಧಿಕಾರಿ / ಕಾರ್ಯದರ್ಶಿ ಮತ್ತು ಸಹಕಾರಿಯ ಆಡಳಿತ ಮಂಡಳಿಯು ಹೊಣೆಗಾರರಾಗಿರುತ್ತಾರೆ.
7. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದಲ್ಲಿ ಯಾವುದೇ ಅವ್ಯವಹಾರ ಉಂಟಾದಲ್ಲಿ ಸಹಕಾರಿಯ ಆಡಳಿತ ಮಂಡಳಿ ಮತ್ತು ಸಹಕಾರಿಯ ಮುಖ್ಯಕಾರ್ಯನಿರ್ವಹಣಾಧಿಕಾರಿಯ ವಿರುದ್ಧ ಕ್ರಿಮಿನಲ್ ಮತ್ತು ಸಿವಿಲ್ ಮೊಕದ್ದಮೆ ದಾಖಲಿಸಲಾಗುವುದು.
8. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ದ ಬಳಕೆದಾರರ ಗುರುತು ಮತ್ತು ಗುಪ್ತ ಸಂಖ್ಯೆಯನ್ನು ಸುರಕ್ಷಿತವಾಗಿಟ್ಟುಕೊಳ್ಳುವುದು ಸಹಕಾರಿ ಜವಬ್ದಾರಿ. ಒಂದು ವೇಳೆ ಸಹಕಾರಿಯ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದ ಬಳಕೆದಾರರ ಗುರುತು ಮತ್ತು ಗುಪ್ತ ಸಂಖ್ಯೆಯ ದುರುಪಯೋಗ ಉಂಟಾದಲ್ಲಿ ಸಂಭವಿಸುವ ಅನಾಹುತಗಳಿಗೆ ಸಹಕಾರಿಯ ಮುಖ್ಯಕಾರ್ಯನಿರ್ವಹಣಾಧಿಕಾರಿ ಮತ್ತು ಆಡಳಿತ ಮಂಡಳಿಯನ್ನು ಹೊಣೆಗಾರರನ್ನಾಗಿ ಮಾಡಲಾಗುವುದು.
9. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವನ್ನು ರದ್ದುಗೊಳಿಸುವ ಪರಮಾಧಿಕಾರವು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ., ದಲ್ಲಿ ನಿಹಿತವಾಗಿರುತ್ತದೆ.
10. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವನ್ನು ಪ್ರಾರಂಭಿಸಲು ಸಹಕಾರಿಯಿಂದ ಕನಿಷ್ಠ ಇಬ್ಬರು ಸಿಬ್ಬಂದಿಗಳು ತರಬೇತಿಯನ್ನು ಪಡೆಯುವುದು ಕಡ್ಡಾಯ. ತರಬೇತಿಯನ್ನು ಪಡೆಯದ

ಸಹಕಾರಿಯು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವನ್ನು ಪ್ರಾರಂಭಿಸಲು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ದಿಂದ ಅನುಮತಿ ಪಡೆಯಲು ಅರ್ಹವಾಗುವುದಿಲ್ಲ.

11. ಸಹಕಾರಿಯು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದ ಕುರಿತು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ವು ಕೇಳಿದ ಯಾವುದೇ ವಿವರವನ್ನು ಯಾವುದೇ ಆಕ್ಷೇಪಣೆಯಿಲ್ಲದೆ ನೀಡತಕ್ಕದ್ದು ಮತ್ತು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದ ಕುರಿತು ಯಾವುದೇ ವಿವರವನ್ನು ಯಾವುದೇ ವ್ಯಕ್ತಿ/ಪ್ರಾಧಿಕಾರ/ಸಂಸ್ಥೆ ಗಳು ಕೇಳಿದಾಗ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ದ ಒಪ್ಪಿಗೆ ಇಲ್ಲದೆ ನೀಡತಕ್ಕದ್ದಲ್ಲ(ಒಂದು ವೇಳೆ ನ್ಯಾಯಾಲಯದ ವ್ಯವಹರಣೆಯಲ್ಲಿದ್ದರೆ ನ್ಯಾಯಾಲಯವು ಕೇಳಿದ ವಿವರವನ್ನು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ದ ಒಪ್ಪಿಗೆ ಇಲ್ಲದೆ ನೀಡಬಹುದಾಗಿದೆ.)

6. ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ದ ಕರ್ತವ್ಯ ಮತ್ತು ಬಾಧ್ಯತೆಗಳು.

1. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಮತ್ತು ಸದಸ್ಯ ಸಹಕಾರಿಯು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದ ನಡುವೆ ಸಮನ್ವಯಕಾರನಾಗಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸತಕ್ಕದ್ದು.
2. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ಗಳಿಗೆ ಇ-ಸ್ವಾಪಿಂಗ್ ಕುರಿತು ಉದ್ಭವಿಸಬಹುದಾದ ಎಲ್ಲಾ ಸಂದೇಹಗಳಿಗೆ ಸಮಾದಾನ ನೀಡುವುದು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ದ ಜವಬ್ದಾರಿ.

7. ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ಗಳಿಗೆ ದೊರೆಯುವ ಕಮೀಷನ್

1. ಸಹಕಾರಿಯ ಪ್ರತಿಯೊಂದು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವು ರೂ.10 ರಿಂದ 100 ರೂಪಾಯಿಗಳವರೆಗಿನ ಮೌಲ್ಯದ ಇ-ಸ್ವಾಪಿಂಗ್‌ಗಳಿಗೆ ಗರಿಷ್ಠ ರೂ. 10ಗಳನ್ನು ಸೇವಾ ಶುಲ್ಕ ರೂಪದಲ್ಲಿ ಗ್ರಾಹಕರಿಂದ ಪಡೆಯಬಹುದು. ರೂ.101 ರಿಂದ 5000ರೂ.ಗಳವರೆಗೆ ಗರಿಷ್ಠ 15 ರೂ. 15 ಸೇವಾ ಶುಲ್ಕ ಪಡೆಯಬಹುದು. 5000ರೂ. ಮೇಲ್ಪಟ್ಟು ಯಾವುದೇ ಸೇವಾ ಶುಲ್ಕ ಇರುವುದಿಲ್ಲ. ಈ ಮೇಲೆ ಹೇಳಲಾದ ಮೊತ್ತಕ್ಕಿಂತ ಹೆಚ್ಚಿನ ಮೊತ್ತವನ್ನು ಸೇವಾ ಶುಲ್ಕದ ರೂಪದಲ್ಲಿ ಪಡೆದಲ್ಲಿ ಅಂತಹ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರವನ್ನು ತಕ್ಷಣದಿಂದಲೇ ಜಾರಿಗೆ ಬರುವಂತೆ ಸೂಚನಾರಹಿತವಾಗಿ ಸ್ಥಗಿತಗೊಳಿಸಲಾಗುವುದು.
2. ಸಹಕಾರಿಯ ಪ್ರತಿಯೊಂದು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ವು ತಾನು ಮಾರಾಟ ಮಾಡಿದ ಒಟ್ಟು ಸ್ವಾಪ್ ಮೌಲ್ಯದ 0.15 ಪ್ರತಿಶತ ಕಮೀಷನ್ ಪಡೆಯಲು ಅರ್ಹವಾಗಿರುತ್ತದೆ. ಆದಾಗ್ಯೂ ಕಮೀಷನ್ ಮೊತ್ತವು ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾದವರಿಂದ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ದ ಖಾತೆಗೆ ಜಮಾಗೊಳ್ಳುತ್ತದೆ, ನಂತರದಲ್ಲಿ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.,ವು ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಮತ್ತು ಸದಸ್ಯ ಸಹಕಾರಿಯು ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ದ ನಡುವೆ ಸಮನ್ವಯಕಾರನಾಗಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸಲು ಮಾಡಿದ ವೆಚ್ಚವನ್ನು ಕಡಿತಗೊಳಿಸಿಕೊಂಡು ಉಳಿದ ಮೊತ್ತವನ್ನು ಸಹಕಾರಿಯ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ (ಎಸಿಸಿ)ದ ಖಾತೆಗೆ ಜಮಾಗೊಳಿಸಲಾಗುವುದು.

8. ವಿವಾದದ ಇತ್ಯರ್ಥ

ಈ ಒಪ್ಪಂದದ ಸಂಬಂಧವಾಗಿ ಉದ್ಭವಿಸಬಹುದಾದ ಯಾವುದೇ ವಿವಾದಗಳು ಮತ್ತು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ದ ವಿರುದ್ಧ ಹೂಡಬಹುದಾದ ದಾವೆಗಳು ಬೆಂಗಳೂರು ನ್ಯಾಯಾಧಿಕರಣದ ವ್ಯಾಪ್ತಿಗೆ ಒಳಪಟ್ಟಿರುತ್ತದೆ.

9. ಒಪ್ಪಂದದ ಮುಕ್ತಾಯ

ಕೆಳಕಂಡ ಸಂದರ್ಭಗಳಲ್ಲಿ ಈ ಒಪ್ಪಂದವನ್ನು ಕೊನೆಗಾಣಿಸಬಹುದಾಗಿದೆ.

1. ಸಹಕಾರಿಯು ಈ ಒಪ್ಪಂದವನ್ನು ಮುಕ್ತಾಯಗೊಳಿಸಲು ಬಯಸಿದರೆ ಎರಡು ತಿಂಗಳ ಮುಂಚಿತವಾಗಿ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ಕ್ಕೆ ಲಿಖಿತ ನೋಟೀಸು ನೀಡತಕ್ಕದ್ದು.
2. ಆದಾಗ್ಯೂ ಯಾವುದೇ ಸಂದರ್ಭದಲ್ಲಿ ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ವು ಸಹಕಾರಿಯ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವು ಸರಿಯಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿಲ್ಲ ಮತ್ತು ಅವ್ಯವಹಾರ ನಡೆಯುತ್ತಿದೆಯೆಂದು ನಂಬಲು ಕಾರಣಗಳಿದ್ದಲ್ಲಿ ಅಂತಹ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ವನ್ನು ಸ್ಥಗಿತಗೊಳಿಸಲು ಸೂಚಿಸಿದ ದಿನದಿಂದಲೇ ಒಪ್ಪಂದವು ಕೊನೆಯಾಗಿದೆಯೆಂದು ಭಾವಿಸತಕ್ಕದ್ದು.
3. ಒಪ್ಪಂದ ಮುಕ್ತಾಯಗೊಂಡ ದಿನದಿಂದಲೇ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದ ಬಳಕೆದಾರರ ಗುರುತು ಮತ್ತು ಗುಪ್ತ ಸಂಖ್ಯೆಯನ್ನು ಹಿಂಪಡೆಯಲಾಗುವುದು.
4. ಸಹಕಾರಿಯ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದಲ್ಲಿ ಯಾವುದೇ ಅವ್ಯವಹಾರವು ಕಂಡುಬಂದಲ್ಲಿ ಅಂತಹ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರ(ಎಸಿಸಿ)ದೊಂದಿಗಿನ (ಸಹಕಾರಿಯೊಂದಿಗಿನ) ಒಪ್ಪಂದವನ್ನು ರದ್ದುಗೊಳಿಸುವ ಅಧಿಕಾರವು ಕ.ರಾ.ಸೌ.ಸಂ.ಸ.ನಿ.ಕ್ಕೆ ಇರುತ್ತದೆ.
5. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾದ ಜೊತೆ ಯಾವ ಅವಧಿ ಯವರೆಗೆ ಒಪ್ಪಂದದಲ್ಲಿರುತ್ತದೋ ಅಲ್ಲಿಯವರೆಗೆ. ಇವರೆಡರಲ್ಲಿ ಯಾವುದರ ಅವಧಿ ಮೊದಲು ಪೂರ್ಣಗೊಳ್ಳುತ್ತದೋ ಆ ಅವಧಿಯವರೆಗೆ ಒಪ್ಪಂದವು ಅಸ್ತಿತ್ವದಲ್ಲಿರುತ್ತದೆ. ಸ್ವಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾದ ಒಪ್ಪಂದ ಮುಕ್ತಾಯಗೊಂಡ ದಿನದಿಂದಲೇ ಸಹಕಾರಿಯೊಂದಿಗಿನ ಒಪ್ಪಂದವು ರದ್ದಾಗಿದೆಯೆಂದು ಭಾವಿಸತಕ್ಕದ್ದು.

10. ಪ್ರಶೋತ್ತರ

1. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಂದರೇನು?

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಎಂದರೆ ಕಂಪ್ಯೂಟರ್ ಅಪ್ಲಿಕೇಷನ್ ಆಧಾರಿಸಿ, ಸರ್ಕಾರಕ್ಕೆ ನ್ಯಾಯಿಕೇತರ (Non-Judicial) ತೆರಿಗೆ ಪಾವತಿಸುವ ಸುರಕ್ಷಿತ ಮಾರ್ಗ.

2. ಗ್ರಾಹಕರಿಗೆ ಇ-ಸ್ವಾಂಪಿಂಗ್‌ನ ಉಪಯೋಗಗಳೇನು?

1. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್‌ನ್ನು ನಿಮಿಷಗಳಲ್ಲಿ ಸೃಷ್ಟಿಸಬಹುದು.
2. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್‌ನಲ್ಲಿ ತಿದ್ದುಪಡಿಗೆ ಅವಕಾಶವಿಲ್ಲ.
3. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್‌ನ ಸತ್ಯಾಸತ್ಯತೆಗಳನ್ನು ವಿಚಾರಣಾ ಘಟಕದ ಮೂಲಕ ತಿಳಿಯಬಹುದು.
4. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್ ಒಂದು ವಿಶೇಷ ಗುರುತಿನ ಸಂಖ್ಯೆಯನ್ನು ಹೊಂದಿರುತ್ತದೆ.
5. ನಿರ್ದಿಷ್ಟ ವರ್ಗಗಳ ಮತ್ತು ಪಂಥಗಳ ವರ್ಗೀಕರಣದ ಅಗತ್ಯವಿಲ್ಲ.

3. ಇ-ಸ್ವಾಂಪಿಂಗ್‌ನ ಲಕ್ಷಣಗಳೇನು?

1. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್ ಸುಲಭವಾಗಿ ಲಭ್ಯವಿದೆ ಹಾಗೂ ಶೀಘ್ರವಾಗಿ ಸಂಸ್ಕರಿಸಬಹುದು.
2. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್ ಸುರಕ್ಷಿತವಾಗಿದೆ
3. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್ ವೆಚ್ಚದ ಉಳಿತಾಯಕ್ಕೆ ಅನುಕೂಲಕರವಾಗಿದೆ.
4. ಇ-ಸ್ವಾಂಪಿಂಗ್ ವಿಚಾರಗಳನ್ನು ಸುಲಭವಾಗಿ ಅರ್ಥೈಸಿಕೊಳ್ಳಬಹುದಾಗಿದೆ.

4. ವಿಶೇಷ ಗುರುತಿನ ಸಂಖ್ಯೆ ಎಂದರೇನು (UIN)?

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್ ಕಂಪ್ಯೂಟರ್ ಆಧಾರಿತ ವಿಶೇಷ ಗುರುತಿನ ಸಂಖ್ಯೆಯನ್ನು ಹೊಂದಿರುತ್ತದೆ. ಇದರಿಂದ ಪತ್ರಗಳ ಸತ್ಯಾಸತ್ಯತೆಗಳನ್ನು ಯಾರೊಬ್ಬರು ತಿಳಿಯಬಹುದಾಗಿದೆ.

5. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸತ್ಯತೆಗಳನ್ನು ಹೇಗೆ ತಿಳಿಯಬಹುದು?

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ವಿಫಿಕೇಟ್‌ನ ಅಂಶಗಳನ್ನು www.shcilestamp.com ನಲ್ಲಿ verify ಕ್ಲಿಕ್ ಮಾಡಿ ಕೆಳಗಿನವುಗಳನ್ನು ಭರ್ತಿಮಾಡಬೇಕು.

1. ರಾಜ್ಯವನ್ನು ನಮೂದಿಸಬೇಕು.
2. ಸರ್ವಿಫಿಕೇಟ್‌ನ ಸಂಖ್ಯೆ.
3. ಮುದ್ರಾಂಕ ಶುಲ್ಕದ ವಿಧ
4. ಸರ್ವಿಫಿಕೇಟ್ ಪಡೆದ ದಿನಾಂಕವನ್ನು ನಮೂದಿಸಬೇಕು.

5. ಅವಧಿಯ ಕೋಡ್‌ನ್ನು ನಮೂದಿಸಿ ಸರ್ಟಿಫಿಕೇಟ್‌ನ ಪೂರ್ಣ ವಿವರಗಳನ್ನು ತಿಳಿಯಬಹುದು
6. **CRA ಎಂದರೇನು?**
CRA (SHCIL) ಎಂದರೆ ಸೆಂಟ್ರಲ್ ರೆಕಾರ್ಡ್ ಕೀಪಿಂಗ್ ಏಜೆನ್ಸಿ. ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾವನ್ನು ಸೆಂಟ್ರಲ್ ರೆಕಾರ್ಡ್ ಕೀಪಿಂಗ್ ಏಜೆನ್ಸಿಯಾಗಿ ನಿಯೋಜಿಸಲಾಗಿದೆ.
7. **CRAನ ಕಾರ್ಯಗಳೇನು?**
CRAನ ಕಾರ್ಯಗಳೆಂದರೆ ಐಡಿ ಬಳಕೆದಾರರ ನೋಂದಣಿ, ಸಂಘಟಿತ ಬ್ಯಾಲೆನ್ಸನ ನಿರ್ವಹಣೆ, ಒಟ್ಟಾರೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಅಪ್ಲಿಕೇಷನ್‌ಗಳ ಕಾರ್ಯಗಳನ್ನು ಗಮನಿಸುವುದು ಹಾಗೂ ಅವುಗಳ ನಿರ್ವಹಣೆ.
8. **ACC ಎಂದರೇನು?**
ACC ಎಂದರೆ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರ. ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಹಾಗೂ ಗ್ರಾಹಕರ ನಡುವಿನ ಮಧ್ಯವರ್ತಿಗಳೇ ಈ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳು. ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಈ ACCಗಳನ್ನು ನಿಯೋಜಿಸುತ್ತದೆ.
9. ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳನ್ನು ಯಾರು ತೆರೆಯಬಹುದು?
 1. ಬ್ಯಾಂಕುಗಳು
 2. ಅಂಚೆ ಕಛೇರಿಗಳು
 3. ಇತರೆ ಆರ್ಥಿಕ ಸಂಸ್ಥೆಗಳು.
10. ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳ ನೋಂದಣಿ ಹಂತಗಳು ಯಾವುವು?
ಒಂದು ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರದ ನೋಂದಣಿಯ ಹಂತಗಳೆಂದರೆ :
 1. ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಜೊತೆಗಿನ ಒಪ್ಪಂದ.
 2. ಒಂದು ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳು ತಮ್ಮ ಖಾತೆಯಲ್ಲಿ ಸಾಕಷ್ಟು ಬ್ಯಾಲೆನ್ಸ ಇರಿಸಬೇಕಾಗುತ್ತದೆ.
11. ಹತ್ತಿರದ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳನ್ನು ಹೇಗೆ ತಿಳಿಯುವುದು?
www.shcilestamp.com ವೆಬ್‌ಸೈಟ್‌ನ ಸಂಪರ್ಕಸೇವೆಯಿಂದ ತಿಳಿಯಬಹುದು.

12. ರಾಜ್ಯದ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳನ್ನು ಹೇಗೆ ತಿಳಿಯುವುದು?

www.shcilestamp.com ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ರಾಜ್ಯಗಳ ವಿವರಗಳಿವೆ. ಅವುಗಳಿಂದ ರಾಜ್ಯಗಳ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳನ್ನು ತಿಳಿಯಬಹುದು.

13. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಹೇಗೆ ಖರೀದಿಸಬಹುದು?

ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳಲ್ಲಿ ಸಿಗುವ ಗ್ರಾಹಕರ ಅರ್ಜಿಗಳನ್ನು ಭರ್ತಿ ಮಾಡಿ ಅದರ ಮೊತ್ತವನ್ನು ಪಾವತಿಸಿ ಛಾಪಾಕಾಗದವನ್ನು ಪಡೆಯಬಹುದು.

14. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಯಾವಾಗ ಪಡೆಯಬಹುದು?

ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳು ಗ್ರಾಹಕರ ಅರ್ಜಿಯ ಜೊತೆಗೆ ನಗದನ್ನು ಸ್ವೀಕರಿಸಿದ ತಕ್ಷಣ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಪಡೆಯಬಹುದು. ಚೆಕ್ ಅಥವಾ ಡಿಡಿಯ ಮೂಲಕ ಹಣ ಸಂದಾಯ ಮಾಡಿ ಅದು ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಖಾತೆಗೆ ವರ್ಗಾವಣೆಯಾದ ನಂತರ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಪಡೆಯತಕ್ಕದು.

ಗ್ರಾಹಕರಿಗೆ ವಿಶೇಷ ಸೂಚನೆಗಳು :

1. SHCIL ಸ್ಟಾಂಪ್‌ಡ್ಯೂಟಿಯನ್ನು ಭಾರತೀಯ ನಾಣ್ಯಪದ್ಧತಿ ರೂಪಾಯಿಗಳಲ್ಲಿ ಮಾತ್ರ ಸ್ವೀಕರಿಸುವುದು.
2. RTGS/NEFT ಮೂಲಕ ಹಣ ಸಂದಾಯ ಮಾಡುವ ಮೊದಲು ಹತ್ತಿರದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕಛೇರಿಯಲ್ಲಿ ಸಲಹೆ ಪಡೆಯತಕ್ಕದು.
3. ಗ್ರಾಹಕರು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಪಡೆಯುವ ಮುನ್ನ ಒಂದು ಮುನ್ನೋಟ ಹರಿಸುವುದು.
4. ಒಮ್ಮೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ಪಡೆದ ಮೇಲೆ ಯಾವುದೇ ತಿದ್ದುಪಡಿಗಳನ್ನು ಮಾಡಲಾಗುವುದಿಲ್ಲ.
5. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಜೋಪಾನವಾಗಿ ಉಳಿಸಿಕೊಳ್ಳುವುದು. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ ದ್ವಿಪ್ರತಿ ಸಿಗುವುದಿಲ್ಲ.

15. ಸ್ಟಾಂಪ್‌ಡ್ಯೂಟಿ ಪೂರ್ಣವಾಗಿ ಪಾವತಿ ಮಾಡದ ಸಮಯ ಏನು ಮಾಡಬೇಕು?

ಗ್ರಾಹಕ ಅಧಿಕೃತ ಸಂಗ್ರಹಣ ಕೇಂದ್ರಗಳಲ್ಲಿ ಹೆಚ್ಚುವರಿ ಸ್ಟಾಂಪ್‌ಡ್ಯೂಟಿಯನ್ನು ಪಾವತಿಸಿ ಹೆಚ್ಚುವರಿ ಸ್ಟಾಂಪ್‌ಡ್ಯೂಟಿ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಪಡೆಯತಕ್ಕದ್ದು. ನೋಂದಣಿಯ ಸಮಯದಲ್ಲಿ ಮೂಲ ಸ್ಟಾಂಪ್‌ಡ್ಯೂಟಿ ಸರ್ಟಿಫಿಕೇಟ್ ಹಾಗೂ ಹೆಚ್ಚುವರಿ ಸ್ಟಾಂಪ್‌ಡ್ಯೂಟಿ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ಒದಗಿಸುವುದು.

16. ಸ್ವಾಂಪ್‌ಡ್ಯಾಟಿಯನ್ನು ಯಾವ ವಿಧಾನದಲ್ಲಿ ಪಾವತಿಸಬಹುದು?

ಸ್ವಾಂಪ್‌ಡ್ಯಾಟಿಯನ್ನು ಕೆಳಗಿನ ವಿಧಾನದಲ್ಲಿ ಪಾವತಿಸಬಹುದು,

1. ನಗದು
2. ಚೆಕ್
3. ಡಿಡಿ/ಪೇ ಆರ್ಡರ್
4. RTGS/NEFT
5. ಖಾತೆಯಿಂದ ಖಾತೆಗೆ ವರ್ಗಾವಣೆ.

ಡಿಡಿ/ಪೇ ಆರ್ಡರ್, RTGS/NEFT, ಖಾತೆಯಿಂದ ಖಾತೆಗೆ ವರ್ಗಾವಣೆಗಳ ಮೂಲಕ ಸಂದಾಯ ಮಾಡುವ ಮುನ್ನ ಹತ್ತಿರದ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕಛೇರಿಯಲ್ಲಿ ಮಾಹಿತಿಯನ್ನು ಪಡೆಯುವುದು.

17. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ರದ್ದುಪಡಿಸಬಹುದೇ?

ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ರದ್ದುಪಡಿಸಲು ರಾಜ್ಯ ಸರ್ಕಾರ ನಿಯೋಜಿಸಿದ ಅಧಿಕಾರಿಗಳನ್ನು ಸಂಪರ್ಕಿಸಬೇಕು. ಕರ್ನಾಟಕದಲ್ಲಿ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳನ್ನು ಸಂಪರ್ಕಿಸುವುದು ಮತ್ತು ಅವರು ನೀಡುವ ಮಾರ್ಗಸೂಚಿಯನ್ನು ಅನುಸರಿಸಿ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ರದ್ದುಪಡಿಸಬಹುದಾಗಿದೆ.

18. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಯಾವ ರಾಜ್ಯಗಳಲ್ಲಿ/ಕೇಂದ್ರಾಡಳಿತ ಪ್ರದೇಶಗಳಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿದೆ?

ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆಯು ಭಾರತದ ರಾಜ್ಯಗಳಾದ ದೆಹಲಿ, ಗುಜರಾತ್, ಕರ್ನಾಟಕ, ಮಹಾರಾಷ್ಟ್ರ, ಅಸ್ಸಾಮ್, ಹಿಮಾಚಲ್ ಪ್ರದೇಶ್, ದಮನ್ ಮತ್ತು ದಿಯು, ದಾದರ್ ಮತ್ತು ನಾಗರ್‌ಹವೇಲಿ, ಉತ್ತರಾಖಂಡ್, ರಾಜಸ್ಥಾನ್, ತಮಿಳುನಾಡು, ಪುದುಚೇರಿ, ಉತ್ತರಪ್ರದೇಶ್, ಮಧ್ಯಪ್ರದೇಶ ಚತ್ತೀಸ್‌ಗಡ್, ಬಿಹಾರ್ ಜಾರ್‌ಖಂಡ್, ಜಮ್ಮು ಕಾಶ್ಮೀರ್ ಇಲ್ಲಿ ಲಭ್ಯವಿರುತ್ತದೆ. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ www.shcilestamp.com ವೆಬ್‌ಸೈಟ್ ಸಂಪರ್ಕಿಸುವುದು.

19. ಇ-ಸ್ವಾಂಪ್ ಸರ್ಟಿಫಿಕೇಟ್ ಕಳೆದುಕೊಂಡಲ್ಲಿ ಏನು ಮಾಡುವುದು?

ಇ-ಸ್ವಾಂಪ್ ಸರ್ಟಿಫಿಕೇಟ್ ಕಳೆದುಕೊಂಡಲ್ಲಿ ಆಯಾ ರಾಜ್ಯಗಳಲ್ಲಿ ಜಾರಿಯಿರುವ ಸ್ವಾಂಪ್ ಆಕ್ಟ್‌ನಿಂದ ಮಾಹಿತಿ ಪಡೆಯುವುದು. (CRA) ಸೆಂಟ್ರಲ್ ರೆಕಾರ್ಡ್ ಕೀಪಿಂಗ್ ಏಜೆನ್ಸಿ, SHCIL ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾಗೆ ಇ-ಸ್ವಾಂಪ್ ಸರ್ಟಿಫಿಕೇಟ್‌ನ ದ್ವಿಪ್ರತಿಯನ್ನು ಕೊಡುವ ಅಧಿಕಾರವಿಲ್ಲ.

Form - 4
(See Rule 31)

Application for Cancellation and Refund of e-Stamp Certificate

ACC		ACC Id.	
Application date		/	/ 200

Details of the E-stamp Certificate presented for cancellation and Refund

e-Stamp Certificate Number:

IN																			
Date of Issue of the Certificate																		/	/ 200

Details of Purchaser /Authorised Person

Name & Address of the Purchaser with Phone No	
Name & Address of the Auhtorised Person(if any) with Phone No	

* In case an authorised person is presenting the refund application on behalf of the e-stamp purchaser, this application must be accompanied with authorisation from the purchaser (executed on a Rs. 20 non-judicial stamp paper), duly witnessed and attested by Notary Public.

Stamp Duty Payment Details

e-stamp Certificate Purchased by		
Stamp duty Amount Rs:	e-stamp certificate no:	date:

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

Date:

Signature of the purchaser /
Authorised Person of the certificate

Report of the Deputy Commissioner of Stamps

The details of the e-stamp Certificate have been verified from the system. The said certificate has not been disabled in the data base of e-stamp certificate. This certificate of verification has been endorsed on the said certificate also. Refund of the amount of Stamp duty mentioned in the certificate is recommended.

Sign. & Seal of the Authorised Signatory

For use of the Office of the Deputy Commissioner of Stamps.

Report of the Stamp Clerk:

Order of the Deputy Commissioner regarding refund:

Sign. & Seal
of the Deputy Commissioner
of the Stamps

T.K. RAMACHANDRA
Under Secretary to Government
Revenue Department
(Stamps and Registration)

10. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮಾಹಿತಿಗಾಗಿ ವೆಬ್‌ತಾಣ.

ದಿನೇ ದಿನೇ ಬದಲಾಗುತ್ತಿರುವ ತಂತ್ರಜ್ಞಾನದ ಬೆಳವಣಿಗೆಯ ಕಾಲಘಟ್ಟದಲ್ಲಿ ಅನೇಕ ಸೇವೆಗಳನ್ನು ಅಂತರ್ಜಾಲದ ಮೂಲಕ ಜನ ಸಾಮಾನ್ಯರಿಗೆ ತಲುಪಿಸುವ ವ್ಯವಸ್ಥೆ ಜಾರಿಗೆ ಬರುತ್ತಲಿದೆ. ಸರ್ಕಾರವೂ ಈ ನಿಟ್ಟಿನಲ್ಲಿ ಕಾರ್ಯಪ್ರವೃತ್ತವಾಗಿದ್ದು ಅನೇಕ ಸೇವೆಗಳನ್ನು ಇ-ಆಡಳಿತದ ಅಡಿಯಲ್ಲಿ ಜಾರಿಗೆ ತರುತ್ತಲಿದೆ. ಸಾಮಾನ್ಯ ಜನತೆಗೆ ಸುಲಭವಾಗಿ ತಲುಪಲು ಸಾಧ್ಯವಾಗುವಂತೆ ಅಂತರ್ಜಾಲ ವೆಬ್‌ತಾಣಗಳ ಮೂಲಕ ಮಾಹಿತಿ ಒದಗಿಸುವ ಕಾರ್ಯದಲ್ಲಿ ತೊಡಗಿಸಿಕೊಳ್ಳಲಾಗುತ್ತಿದೆ. ಛಾಪಾ ಕಾಗದ ಹಗರಣದ ನಂತರ ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಸಂಗ್ರಹಣ ಕಾರ್ಯವನ್ನು ಪರಿಣಾಮಕಾರಿ ಹಾಗೂ ಸುರಕ್ಷಿತಗೊಳಿಸುವ ಸಲುವಾಗಿ ಅನೇಕ ಕ್ರಮಗಳನ್ನು ಜಾರಿಗೆ ತರಲಾಯಿತು. ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾ ಲಿ., (SHCIL) ಸಂಸ್ಥೆಯನ್ನು ಕೇಂದ್ರೀಯ ದಾಖಲಾತಿ ಸಂರಕ್ಷಣಾ ಸಂಸ್ಥೆಯನ್ನಾಗಿ (Central Record Keeping System) ಕೇಂದ್ರ ಸರ್ಕಾರ ನೇಮಿಸುವುದರೊಂದಿಗೆ ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಸಂಗ್ರಹಣಾ ಕಾರ್ಯವನ್ನು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಪರಿಕಲ್ಪನೆಯಡಿ ತರಲಾಯಿತು.

ಆಧುನಿಕ ತಂತ್ರಜ್ಞಾನದ ಮೂಲಕ ಅನೇಕ ವ್ಯವಸ್ಥೆಗಳನ್ನು ಸುಲಭವಾಗಿ ಸಮಾಜಕ್ಕೆ ತಲುಪಿಸಬಹುದು. ಆದರೆ ಸಮಾಜಕ್ಕೆ ಅದು ಸುಲಭವೆನಿಸಬೇಕಿದ್ದರೆ ತಂತ್ರಜ್ಞಾನದ ಬಗೆಗೆ ಅರಿವು ಹಾಗೂ ಅದನ್ನು ಬಳಸಿಕೊಳ್ಳುವ ಮಾಹಿತಿಯೂ ಅವಶ್ಯಕವಾಗಿದೆ. ಭಾರತದಲ್ಲಿ ಮೊದಲ ಬಾರಿಗೆ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸೇವೆಯನ್ನು ಸಹಕಾರ ಕ್ಷೇತ್ರದ ಮೂಲಕ ಜಾರಿಗೆ ತಂದದ್ದು ಕರ್ನಾಟಕದ ಹಾಗೂ ಸೌಹಾರ್ದ ಸಹಕಾರ ಕ್ಷೇತ್ರದ ವಿಶೇಷ ಪ್ರಸ್ತುತ ಕನಾಟಕದಲ್ಲಿ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳ 1091 ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರಗಳು ಸೇರಿದಂತೆ ಒಟ್ಟು 3000 ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರಗಳು ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿವೆ. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಬಗ್ಗೆ ಹಾಗೂ ಸ್ಟಾಂಪ್ ಪೇಪರ್ ದೊರೆಯಬಹುದಾದ ಕೇಂದ್ರಗಳ ಬಗ್ಗೆ ಮಾಹಿತಿ ಒದಗಿಸುವ ವೆಬ್ ತಾಣದ ಪರಿಚಯ ಇಲ್ಲಿದೆ.

<http://www.souharda.coop>

- ಈ ವೆಬ್‌ತಾಣದಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಬಗೆಗಿನ ಮಾಹಿತಿ ಹಾಗೂ ಸೌಹಾರ್ದ ಸಹಕಾರ ಕ್ಷೇತ್ರದಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆಯನ್ನು ಜಾರಿಗೆ ಬಂದಿರುವ ಮಾಹಿತಿಯನ್ನು ಪಡೆಯಬಹುದಾಗಿದೆ.
- ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಪಡೆಯಲು ಸಲ್ಲಿಸಬೇಕಾದ ಅರ್ಜಿಯೂ ಸೇರಿದಂತೆ, ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರಗಳಿಗೆ ಅಗತ್ಯವಾದ ಎಲ್ಲ ಅರ್ಜಿಗಳನ್ನು ವೆಬ್‌ತಾಣದ ಡೌನ್‌ಲೋಡ್ ವಿಭಾಗದಲ್ಲಿ ಪಡೆಯಬಹುದಾಗಿರುತ್ತದೆ. ಮಾದರಿ ಅರ್ಜಿಗಳನ್ನು ಸಹ ಇಲ್ಲಿ ಪಡೆಯಬಹುದಾಗಿದೆ.
- ಎಲ್ಲಕ್ಕಿಂತ ಮುಖ್ಯವಾಗಿ ರಾಜ್ಯವಾರು ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಸಂಗ್ರಹಿಸುವ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರಗಳ (ACC) ಅಂದರೆ ಸ್ಟಾಂಪ್ ಪೇಪರ್ ದೊರೆಯುವ ಕೇಂದ್ರಗಳ ಪಟ್ಟಿಯನ್ನು ವಿಳಾಸ ಹಾಗೂ ದೂರವಾಣಿ ಸಂಖ್ಯೆಗಳೊಂದಿಗೆ ನೀಡಲಾಗಿದೆ. ಕರ್ನಾಟಕದಲ್ಲಿನ ಸೌಹಾರ್ದ ಸಹಕಾರಿಗಳ 1058 ಕೇಂದ್ರಗಳ ಪಟ್ಟಿಯನ್ನು ಸಂಪರ್ಕ ವಿವರಗಳೊಂದಿಗೆ ಇಲ್ಲಿ ಪಡೆಯಬಹುದು.

<http://www.shcilestamp.com>

- ಈ ವೆಬ್‌ತಾಣದಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಬಗೆಗಿನ ಮಾಹಿತಿ ಹಾಗೂ ಭಾರತದಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ವ್ಯವಸ್ಥೆಯನ್ನು ಜಾರಿಗೆ ತರಲು ಕೇಂದ್ರ ಸರ್ಕಾರದಿಂದ ನಿಯೋಜಿತವಾದ ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಆಫ್ ಇಂಡಿಯಾದ ಬಗೆಗಿನ ಸಂಪೂರ್ಣ ಮಾಹಿತಿಯನ್ನು ಪಡೆಯಬಹುದಾಗಿದೆ.
- ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಪಡೆಯಲು ಸಲ್ಲಿಸಬೇಕಾದ ಅರ್ಜಿಯೂ ಸೇರಿದಂತೆ, ಇ-ಸ್ವಾಂಪಿಂಗ್ ಕೇಂದ್ರಗಳಿಗೆ ಅಗತ್ಯವಾದ ಎಲ್ಲ ಅರ್ಜಿಗಳನ್ನು ವೆಬ್‌ತಾಣದ ಡೌನ್‌ಲೋಡ್ ವಿಭಾಗದಲ್ಲಿ ಪಡೆಯಬಹುದಾಗಿರುತ್ತದೆ.
- ಇ-ಸ್ವಾಂಪಿಂಗ್‌ನಲ್ಲಿ ಬಳಸಲಾಗುವ ಪದಗಳ ಅರ್ಥ ಹಾಗೂ ಇ-ಸ್ವಾಂಪಿಂಗ್‌ಗೆ ಸಂಬಂಧಿಸಿದ ಸಾಮಾನ್ಯ ಪ್ರಶ್ನೆಗಳಿಗೆ ಉತ್ತರವನ್ನು ಇ-ಸ್ವಾಂಪಿಂಗ್‌ಗೆ ಸಂಬಂಧಿಸಿದ ಎಲ್ಲ ಮಾಹಿತಿಗಳೊಂದಿಗೆ ಈ ವೆಬ್‌ತಾಣದಲ್ಲಿ (FAQ) ನೋಡಬಹುದಾಗಿದೆ.
- ಎಲ್ಲಕ್ಕಿಂತ ಮುಖ್ಯವಾಗಿ ರಾಜ್ಯವಾರು ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಸಂಗ್ರಹಿಸುವ ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರಗಳ (ACC) ಅಂದರೆ ಸ್ಟಾಂಪ್ ಪೇಪರ್ ದೊರೆಯುವ ಕೇಂದ್ರಗಳ ಪಟ್ಟಿಯನ್ನು ವಿಳಾಸ ಹಾಗೂ ದೂರವಾಣಿ ಸಂಖ್ಯೆಗಳೊಂದಿಗೆ ನೀಡಲಾಗಿದೆ. ಕರ್ನಾಟಕದಲ್ಲಿನ ಎಲ್ಲ 3000 ಕೇಂದ್ರಗಳ ಪಟ್ಟಿಯನ್ನು ಸಂಪರ್ಕ ವಿವರಗಳೊಂದಿಗೆ ಇಲ್ಲಿ ಪಡೆಯಬಹುದು.
- ಈ ವೆಬ್‌ತಾಣದಲ್ಲಿ ನೋಂದಣಿ ಮಾಡಬಹುದಾದ ಹಾಗೂ ನೋಂದಣಿ ಅವಶ್ಯಕತೆಯಿಲ್ಲದ (Registrable & Non Registrable Instruments) ದಾಲಾತಿಗಳ ಪಟ್ಟಿ ಹಾಗೂ ಅವುಗಳಿಗೆ ಪಾವತಿಸಬೇಕಾದ ಮುದ್ರಾಂಕ ಶುಲ್ಕದ ದರದ ವಿವರವನ್ನೂ ನೀಡಲಾಗಿದ್ದು ಪರಿಶೀಲಿಸಿ ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಪಡೆಯಲು ಅನುಕೂಲ ಒದಗಿಸಲಾಗಿದೆ.
- ಕನಾಟಕದ ಎಲ್ಲ ಜಿಲ್ಲೆಗಳ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳು ಹಾಗೂ ಉಪ ನೋಂದಣಾಧಿಕಾರಿಗಳ ವಿಳಾಸ ಹಾಗೂ ಸಂಪರ್ಕ ಸಂಖ್ಯೆಗಳನ್ನು ಕೂಡ ಈ ವೆಬ್‌ತಾಣದಲ್ಲಿ ಪಡೆಯಬಹುದಾಗಿದೆ.
- ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಪಾವತಿಯ ವಿವರಗಳನ್ನು ಸ್ಟಾಂಪ್ ಪೇಪರ್ ಅರ್ಜಿ ಸಂಖ್ಯೆ ಹಾಗೂ ಪಾವತಿ ದಿನಾಂಕವನ್ನು ನಮೂದಿಸುವುದರ ಮೂಲಕ ಪರಿಶೀಲಿಸುವ ಅವಕಾಶವನ್ನು ಕೂಡ ಒದಗಿಸಿರುವುದು ಈ ತಾಣದ ವಿಶೇಷ.
- ಈ ವೆಬ್‌ತಾಣದಲ್ಲಿ ಭಾರತದ ಯಾವ ಯಾವ ರಾಜ್ಯ ಹಾಗೂ ಕೇಂದ್ರಾಡಳಿತ ಪ್ರದೇಶಗಳಲ್ಲಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಜಾರಿಗೆ ಬಂದಿದೆ ಎನ್ನುವುದನ್ನು ತಿಳಿಯಬಹುದು. ಅಲ್ಲದೆ ಮುದ್ರಾಂಕ ಶುಲ್ಕ ಸಂಗ್ರಹಿಸುವ ಸ್ಟಾಕ್ ಹೋಲ್ಡಿಂಗ್ ಕಾರ್ಪೊರೇಷನ್ ಶಾಖೆಗಳ ವಿವರಗಳನ್ನು ಕೂಡ ಪಡೆಯಬಹುದು.

ಅಧ್ಯಾಯ 02 ಆಂಗ್ಲ ಅನುವಾದ

1. What is e-Stamping

E-stamping is a Secured electronic way of stamping documents and Electronic way of paying stamp duty to the Government. E-Stamp which replaces the stamp paper is highly secure and tamper proof. The Government of India appointed SHCIL as the sole Central Record keeping Agency for e-Stamping.

2. Why e-Stamping

- ❖ To prevent paper and process related fraudulent practices
- ❖ To provide secure and reliable collection mechanism
- ❖ To stop the leakage of government revenues
- ❖ To store information in electronic form
- ❖ To build a central data repository to facilitate easy verification and generation of MIS reports

3. Features of e-Stamping

- ❖ Web based secured system with 24 x 7 availability
- ❖ Advanced security features on e-Stamp
- ❖ Checks and balances (maker and checker process with user ids and passwords)
- ❖ Redundancy, firewall protection, Intrusion prevention
- ❖ Audit trail, MIS reports and online Verification of e-Stamp
- ❖ Locking of registrable e-Stamp by Sub-Registrar
- ❖ Minimum hardware - web enabled desktop computer, printer, internet connection and scanner (optional)

4. Constituents

- ❖ Central Record-keeping Agency
- ❖ Authorized Collection Centers (ACC)
- ❖ Sub-Registrar Interface
- ❖ Revenue Dept. Interface

5. Role of a CRA

- ❖ Appointment of ACCs
- ❖ Remittance of stamp duty payment to the State Government
- ❖ MIS reports to the State Government
- ❖ Issuance of User ids and passwords
- ❖ Training of Users
- ❖ Technical support & troubleshooting
- ❖ Imprest balance management

6. Role of a ACC

- ❖ Collection of money and generation of e-stamps
- ❖ Remit stamp duty collection to the CRA
- ❖ Verification of e-stamp
- ❖ Additional stamp duty generation

7. Role of a Sub-registrar

- ❖ Verification of e-stamp
- ❖ Locking of e-stamp
- ❖ MIS reports (for locked e-stamps)

8. Role of Revenue Department

- ❖ Reconciliation of stamp duty collection
- ❖ Cancellation of e-stamp
- ❖ Approval for ACC appointment
- ❖ MIS reports download

9. Comparative advantages

Characteristics	Current Process/System	Proposed System Benefits
1. Access	Only during banking hours	Available 24 Hrs through Internet – a scalable feature
2. Revenue	Leakage possible	Fool proof and direct to account payment
3. Certificate	Preprinted Paper or franking based	System generated with submission and issue details
4. Document Verification	Almost Impossible	Online and instant through internet
5. Processing time	Time consuming	Immediate
6. Availability	Limited-Based on stock and machine- loading	Unlimited- No hassle of machine loading
7. Denomination	Excess Stamp duty payment due to denomination constraint	Accurate stamp duty
8. Database Creation	Limited or non-existent	e-Stamp generation only upon capturing of submission, property and issue details in the centralised database –Customized MIS Reports

9. Cost aspect	4 to 5 % under physical system- Franking – Minimum one percent	. 65 %
10. Technology	Outdated	Latest technology with advanced security features , Highly user-friendly
11. Admn. cost for Govt.	Printing, Stocking, Security, Safekeeping, Distributing, Accounting & Reconciliation – Issuance of licenses and loading of franking machines	Hassle free- System administration and operations management by CRA- No Locking of resources of the Government
12. Security	Security thread, multi color printing, serial number control and security paper but verification almost impossible- Tampering risk with franking machine	2D Bar coded, Micro printed, digitally optical water marked, system generated e-Stamp with unique identification number, locking facility

10. Benefits to the Public

- ❖ Easy availability
 - No artificial scarcity
 - No menace of premium payment.
 - Available 24 Hrs through internet – a scalable feature
- ❖ Safe and secured way of paying stamp duty
 - Online Verification facility to the public

- ❖ Flexible denomination
- No limitation on the amount
- Facilitates exact stamp duty payment
- ❖ Suitable for High Value Stamp duty payment
- ❖ ACC can issue high value e-Stamp

11. Benefits to Government

- ❖ Safe & secure collection mechanism- prevents revenue leakage-direct to account payment-Improved control on revenue collection -Easy to monitor revenue flow- single point consolidated stamp duty collection mechanism
- ❖ Audit trail for each stamp duty payment, e-Stamp issued only with data capturing of property, party, consideration amount, stamp duty amount, relevant legal article and issue details etc.
- ❖ Online verification facility, Locking facility of registrable e-Stamp by SROs after online verification at the time of registering documents. Prevents Duplication.
- ❖ Cost savings- Total cost to Govt only 0.65 % -saving on manpower storage, security, and transportation cost; no hassle of loading and reloading machines, no hassle of handling a multitude of individual vendors
- ❖ Online MIS Reporting as against manual & periodic reports in other systems- Item wise and location wise reports-Centralized database & customized reports.

12. STOCK HOLDING CORPORATION OF INDIA LTD :

Stock Holding Corporation of India Ltd. (SHCIL) was incorporated as a Public Limited Company in 1986. SHCIL has been promoted by All India Public Financial Institutions and Insurance Majors. SHCIL is known for its Security, Integrity, wide network and focus on technology. It has been jointly promoted and owned by leading Banks and Financial Institutions viz., IFCI Ltd., IDBI Bank Ltd., SU-UTI, LIC, GIC, NIA, NIC, UIC, and TOICL, all leaders in their fields of business. SHCIL began by offering custodial and post trading services, adding depository services and other services to its portfolio over a period of time. SHCIL has established itself in India as a one-stop solution provider in the Financial Services domain.

E-stamping is a computer based application and a secured electronic way of stamping documents. The prevailing system of physical stamp paper/franking is being replaced by E-stamping system.

SHCIL is the only CRA appointed by the Government of India. Central Record Keeping Agency is responsible for User Registration, Imprest Balance Administration and overall E-Stamping Application Operations and Maintenance. CRA will appoint ACC's who will issue certificates to the clients at their counters.

website to login – www.shcilestamp.com. In the downloads option you will be able to view all the forms like Branch Registration form, Password reset form, Additional ID creation form , De-activation forms etc. All the necessary information about E-stamping , articles, and the centers etc. can be viewed in the web site mentioned.

13. AUTHORIZED COLLECTION CENTER (ACC) :

ACC will collect the money from the customer and generate the e-stamp. ACC will remit the stamp duty collection amount to the CRA. Verification of e-stamp and additional stamp duty generation is also done here.

The ACC has to operate E-stamping process only at the place where the permission has been given. They are not authorized to operate in any other place. If the ACC violates the rules serious action will be taken.

14. USER / SUPERVISOR ID'S :

These are the id's created by SHCIL to generate the stamp paper. Two ID's will be created by SHCIL for the ACC to operate.

User id : who collects the application from the customer and enters the data online and submits.

Supervisor ID : where the data entered by the User will be reflected in the Supervisor ID. The Supervisor will check the details entered by the user and then will give a print out of the stamp certificate after verification.

The id's should be used by the concerned person in whose name it is been created. He/she should not share or give their id/password to any other person. If the id and password is disclosed to a third person it is illegal and also will lead to complications. Hence, It should be strictly prohibited and kept confidential. The id's should be logged out when it is not in use.

15. PAPER :

The paper used for printing E-Stamp certificate should be of 80-100 GSM executive bond paper. Other normal papers should not be used by the ACC.

16. STAMP PAPER :

E-Stamp certificate should be issued in the name of the individual or a corporate. Both first party and second party's name should be mentioned in the specified column. Only for Affidavit the second party name should be mentioned as NA (not applicable). Other than Affidavit all the other certificates should have the first and the second party's name. Before issuing the stamp certificate to the customer the user/supervisor should check all the details correctly and give a preview of the same to the customer in case the stamp paper is of high value amount for confirmation and ensure that he/she takes the signature of the customer on the preview. Only after that they can issue the certificate. Because, after accepting the details typed no corrections can be made. Before issuing the stamp certificate to the customer Branch head / supervisor's seal and signature is mandatory.

17. POWER BACKUP & INTERNET :

It is mandatory that all the ACC's should and must have a power back up. Usage of direct raw power may lead to problems. If there is no power backup or UPS and if the power goes off the data which will be under process will get deleted and you will not be able to retrieve the same once again. Also, the amount will be deducted from the imprest balance. Both the systems should be connected to the UPS. Even If power goes off you will have power back up support and your data will not get deleted. You have to make sure antivirus software is being installed in the system to avoid virus. All the unnecessary data and unwanted files and downloads should be deleted in order to avoid future problems. Make sure for every 15 days you are re-installing the PCP and UNIVERSAL POST SCRIPT level 3 SOFTWARE. The internet speed should be of 2 mbps speed or above.

18. PRINTER (HP 2055D, M401D & Samsung Laser Printer with Model No. M 3320 ND) AND CARTRIDGE :

You have to use only HP 2055D or M401D or Samsung laser printer M3320ND printer as prescribed by SHCIL. You are not supposed to use any other printer other than the prescribed printer as the other printers will not support the software designed for the use of E-Stamping. Do not connect the printer to direct power. Do not expose the printer to rainy weather.

Before starting the operations of E-stamping take a test print every day and ensure the printer is functioning correctly and then only proceed further. The cartridge has to be checked every day. When the usage of printer cartridge shows 80% you will have to change the cartridge. You should always keep a spare cartridge.

In case the existing cartridge gets over in the mid of the day, the spare cartridge will be of use. If the spare is not there then you will have to wait and stop the business till you get the new cartridge. The printer should not be shared to any other system other than e-stamping purpose. If it is shared you will not be able to get the stamp paper print, instead you will get error and there are chances of losing the data. Do not switch off the printer after giving the print command. Use of original HP cartridge is mandatory. If any of the ACC is found using a refilled

or duplicate cartridge necessary action will be taken by KSSFCL. By using refilled cartridges the print on the stamp certificate will be as copy instead of original or while taking a Xerox of the certificate it will show as original and it might be re-used by the fraudster.

KSSFCL has made an agreement with HP we have arranged to get the printer cartridge at a reasonable rate . The cost of the printer cartridge for 2055D model is Rs.4,780/- and M401D model is Rs. 5,300/-. You can send your printer cartridge order to printercartridge@souharda.coop along with the ACC name with full postal address where it has to be delivered and the concerned person's contact number and name. The cartridge will be delivered directly by the dealer to your ACC in the first week of every month. (price subject changes as per variation of price) HP authorised Retailor for HP Toners - I Lead Solutions, Bangalore. Contact : 9900703222, 9880199777.

Note : The ACC's who are not purchasing the cartridge from KSSFCL will have to give us the invoice of the cartridge purchased to check if the ACC is using the original cartridge or not.

How to Improve the Print Quality on a Laser Printer

There are a variety of ways you can significantly improve the quality of documents produced by a laser printer. Certain factors, such as original image quality, print resolution settings, color density, paper quality, print speed, heat, humidity and moisture, can have a measurable effect on projects printed from a laser printer. This article outlines several different methods for improving the print quality of documents and images on a laser printer.

1. Clean and service the printer regularly to protect device components from dust and debris. Small particles can collect on the toner cartridges and other components, which can significantly interfere with the print quality of a laser printer.
2. Store spare toner cartridges in their original packaging in a clean and safe space. Toner cartridges are easily damaged and should remain level at all times. Handle toner cartridges as directed by the manufacturer and as sparingly as possible to ensure optimum quality.

3. Use the highest resolution graphic file possible to improve the image quality of photos or graphics printed from a laser printer. The higher the resolution or "dots-per-inch"(dpi) of the original file, the better the quality of the final product Un-check the Economode Option.
4. Adjust the application settings and the printer settings to the highest possible resolution. Both of these features can typically be accessed from the "Print" menu. Dpi settings can range between 72 dpi and 2400 dpi. Choose the highest dpi setting available for best results when using a laser printer.
5. Use manufacturer recommended paper products. Refer to the product documentation to determine the recommended paper thickness. Laser printers are pre-calibrated to use a specific type and thickness of paper. Using the wrong type of paper can affect the color saturation and reduce the print quality of projects. Use Original Toners of HP
6. Protect the laser printer from sources of excessive heat. Thermal stress can reduce the quality of documents and images printed on a laser printer. Ensure the printer is not set up next to computer towers, CRT monitors and other devices that may radiate heat and affect the print quality.
7. Protect the laser printer from excessive moisture and humidity. Situate the printer in a cool, dry place. Make sure it is located away from windows or other possible sources of water vapour and humidity.
8. Confirm that the laser printer is using the latest device drivers and firmware versions available from the manufacturer. Outdated drivers and firmware updates also can affect the quality of projects printed from a laser printer. Navigate to the manufacturer's support and downloads page to download and install the latest drivers and firmware updates available for your printer.

Also please arrange to install windows 7 operating system 64 bit (and above, as windows XP is outdated and no technical support from Microsoft), Internet explorer (latest) and HP universal post script driver (Latest) and Latest HP M401D Firmware and check for the quality of stamp paper print out.

19. SERVICE CHARGES :

The service charges should be collected as per the Government order. No ACC is authorized to make any variations in the service charges. It should be strictly followed by all the ACC's. The service charge from Rs.10/- to Rs.100/- stamp paper is Rs.10/- . From Rs.101 /- to Rs.5,000/- the service charge is Rs.15/-. No service charges to be collected from the customers for the stamp papers above Rs.5,000/-. It should be issued free of cost. PAN CARD details should be obtained from the customer if the requisition is more than Rs.50,000/-. A separate receipt book has to be maintained by the ACC in the Co-operative Society name which has to be given to the customers for collecting the service charges .Also the acknowledgement of the stamp paper amount collected should be given to the customer without fail.

20. COMMISSION :

The commission will be calculated on the monthly business of E-stamping. KSSFCL will be generating the reports of stamp duty collection made by the ACC every quarterly (3 months). On this total amount of 3 months a commission of 0.15% will be calculated by deducting 5% TDS. This commission amount will be added to the concerned ACC's impress balance and also a written letter with complete commission details will be sent to the ACC for their reference.

21. Change of Address :

In case the ACC has to change the existing address or if they are shifting their premises to another building or place they have to send a written request to KSSFCL. Once the ACC gets permission from KSSFCL the concerned ACC can change the address. If the ACC changes the address without getting permission from KSSFCL necessary action will be taken on them.

22. DETAILS REGARDING FILLING THE FORMS :

(ಫಾರ್ಮ್‌ಗಳನ್ನು ಭರ್ತಿಮಾಡುವುದಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತಹ ವಿವರಗಳು)

STOCK HOLDING CORPORATION OF INDIA LTD. website to login – www.shcilestamp.com or www.souharda.coop. In the downloads option you will be able to view all the forms like Branch Registration form, Password reset form, Additional

ID creation form , De-activation form etc. All the necessary information about E-stamping , articles, and the centers etc., can be viewed in the web site mentioned above.

1. Application Form for ID Creation for ACC Branch:

ಎಸಿಸಿ ಶಾಖೆಯ ಐಡಿ ಕ್ರಿಯೇಷನ್ ಅಪ್ಲಿಕೇಷನ್ ಫಾರ್ಮ್

a. Name of ACC: society name, branch: place. District, city.

ಎಸಿಸಿ ಹೆಸರು: ಸಹಕಾರಿಯ ಹೆಸರು, ಶಾಖೆ: ಸ್ಥಳ, ಜಿಲ್ಲೆ, ನಗರ.

b. Branch details

ಶಾಖೆಯ ವಿವರಗಳು

c. Supervisor details

ಮೇಲ್ವಿಚಾರಕರ ವಿವರಗಳು

d. User details

ಬಳಕೆದಾರರ ವಿವರಗಳು

e. Don't put seal, signature at (Signature of Controlling Branch Head with Seal)

(ನಿಯಂತ್ರಣ ಶಾಖಾ ಮುಖ್ಯಸ್ಥರ ಸೀಲ್‌ನೊಂದಿಗೆ ಸಹಿ) ಎಂಬಲ್ಲಿ ಸೀಲ್, ಸಹಿ ಹಾಕಬಾರದು.

It may be noted that the id creation forms can be rejected due to the reasons stated below:

ಗಮನಿಸಿ : ಐಡಿ ಕ್ರಿಯೇಷನ್ ಫಾರಂಗಳನ್ನು ಕೆಳಗಿನ ಯಾವುದೇ ದೋಷಗಳಿದ್ದಲ್ಲಿ/ ಕಾರಣಗಳಿದ್ದಲ್ಲಿ ಅಂತಹ ಫಾರಂಗಳನ್ನು ನಿರಾಕರಿಸಲಾಗುತ್ತದೆ:

1. Signature not made across the photograph.

ಫೋಟೋದ ಮೇಲೆ ಸಹಿ ಮಾಡದೇ ಇದ್ದಲ್ಲಿ;

2. Usage of whitener in the application forms.

ಅರ್ಜಿಯಲ್ಲಿ whitener ಉಪಯೋಗಿಸಿದಲ್ಲಿ

3. If KYC documents are not attached.

KYC ದಾಖಲೆಗಳನ್ನು ಲಗತ್ತಿಸದಿದ್ದಲ್ಲಿ

4. Mobile number, email id, Pin Code, branch landline telephone number is mandatory information to be furnished in the form.

ಮೊಬೈಲ್ ನಂಬರ್, ಇ-ಮೇಲ್ ಐಡಿ, ಪಿನ್ ಕೋಡ್, ಶಾಖಾ ಸ್ಥಿರ ದೂರವಾಣಿ ಸಂಖ್ಯೆ ಈ ವಿವರಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಒದಗಿಸತಕ್ಕದ್ದು

5. Please don't put seal and signature at declaration (signature of controlling branch head with seal) please leave it blank.

ಘೋಷಣೆ (Declaration) ಜಾಗದಲ್ಲಿ ಮೊಹರು ಮತ್ತು ಸಹಿ ಮಾಡಬಾರದು (ನಿಯಂತ್ರಣ ಶಾಖಾ ಮುಖ್ಯಸ್ಥರ ಸೀಲ್‌ನೊಂದಿಗೆ ಸಹಿ) ದಯವಿಟ್ಟು ಈ ಜಾಗವನ್ನು ಖಾಲಿ ಬಿಡಿ

6. Proof of Id should be in English language. SHCIL is objecting for the translation done from Kannada to English since this is an important document. Hence you are requested to attach the Proof of Identity which is having details in English. Preferred POIs are Pan (PAN is compulsory), Passport, Driving license, ADHAR & Voter cards.

ಐಡಿ ಪ್ರೂಫ್ ಇಂಗ್ಲೀಷಿನಲ್ಲಿರಬೇಕು. ಐಡಿ ಪ್ರೂಫ್ ಒಂದು ಪ್ರಮುಖವಾದ ದಾಖಲೆಯಾಗಿದ್ದು ಅದನ್ನು ಕನ್ನಡದಿಂದ ಇಂಗ್ಲೀಷಿಗೆ ಅನುವಾದಿಸುವುದನ್ನು SHCIL ವಿರೋಧಿಸುತ್ತದೆ. ಆದ್ದರಿಂದ ಇಂಗ್ಲೀಷಿನಲ್ಲಿರುವ ಐಡಿ ಪ್ರೂಫ್ ವಿವರಗಳನ್ನು ನೀಡಲು ಸೂಚಿಸಿದೆ. ಒದಗಿಸಬೇಕಾದ POIs ಪ್ಯಾನ್ ಕಾರ್ಡ್ (ಪ್ಯಾನ್ ಕಾರ್ಡ್ ಕಡ್ಡಾಯ) ಪಾಸ್‌ಪೋರ್ಟ್, ಚಾಲನಾ ಪರವಾನಗಿ, ಆಧಾರ್ ಮತ್ತು ವೋಟರ್ ಕಾರ್ಡ್

7. SSLC marks card of user & supervisor, Degree certificate of the Supervisor need to be attached along with Id creation form.

ಯೂಸರ್ ಮತ್ತು ಸೂಪರ್ ವೈಸರ್‌ಗಳ SSLC marks card, ಸೂಪರ್‌ವೈಸರ್‌ನ Degree certificateನ್ನು ಐಡಿ ಕ್ರಿಯೇಷನ್ ಫಾರಂನೊಂದಿಗೆ ಕಡ್ಡಾಯವಾಗಿ ಲಗತ್ತಿಸಬೇಕು.

2. Additional User Id Creation Form for ACC :

- a. Official Address

ಕಛೇರಿಯ ವಿಳಾಸ

- b. ESI Role Access

- c. User / Supervisor Details

ಯೂಸರ್ / ಸೂಪರ್‌ವೈಸರ್‌ಗಳ ವಿವರ

- d. Don't put seal, signature at (Signature of Controlling Branch Head with seal)

(ನಿಯಂತ್ರಣ ಶಾಖಾ ಮುಖ್ಯಸ್ಥರ ಸೀಲ್‌ನೊಂದಿಗೆ ಸಹಿ) ಎಂಬಲ್ಲಿ ಸೀಲ್, ಸಹಿ ಹಾಕಬಾರದು.

ಅಡಿಷನಲ್ ಐಡಿ ಫಾರಂ ಭರ್ತಿ ಮಾಡುವ ಮಾದರಿ ವಿಧಾನ

Stock Holding Corporation of India Limited
Registered office : 301, Center Point, Dr. Bhabha Ambedkar Road, Fard, Mumbai - 400012
www.shcilstamp.com

Additional User Id Creation Form for ACC
Date: 03/08/2015

Official Address (To be filled in BLOCK LETTERS Only)
Name of ACC: KARNATAKA STATE SOUHAARDA COOP LTD
Address: NIRMAN BHAVAN, DR. RAJKUMAR ROAD, 1ST BLOCK, RAJATINAGAR, BANGALORE
City: BANGALORE District: BANGALORE State: KARNATAKA Pin: 560010

BSI Role Access (Tick Applicable) User Supervisor

Member/Supervisor Details
Name: SHOBHA R Mobile Number: Last Name: [Redacted]
Employee Number: [Redacted] Gender: Male Female
Date of Birth: 08/04/1987
Designation: CLERK Department: E-STAMP
Direct Number: 08003978375
Mobile Number: 9884466709
E-mail: Shobha@karnataka.coop.
Photo: [Redacted]

Notes:
• Please do not leave any field blank. Please write NA in the fields which are not applicable to you
• For identity proof, copy of Employee ID card or PAN Card is compulsory as per KYC guidelines.
• Forms without photographs will not be accepted.
• Please mention e-mail address (required for sending passwords). If e-mail is not available then enter a mobile number.
• Please mention at least one contact number (landline or mobile).
• Sign and stamp/seal is mandatory wherever mentioned.

Declaration:
I hereby declare that the above filled details are true to my knowledge and belief. In the event, any of the details of these users are found to be incorrect, the CRA shall have the right to prevent access to the e-Stamping system, to such users.
Name: [Redacted]
Place: [Redacted]
Date: [Redacted]
Signature of Controlling Branch Head with Seal: [Redacted]

FOR USE BY CRA- ADMIN ONLY

IDS CREATED:

Account Name:	Account ID:
User Name:	User ID:

ID CREATED BY: [Redacted] EMPLOYEE CODE: [Redacted]
ID CREATION DATE: [Redacted] SIGNATURE: [Redacted]

Annotations:
- Purple boxes point to: 'Additional User Id Creation Form for ACC', 'Official Address', 'Employee Details', and 'Notes'.
- Red boxes point to: 'Declaration' and 'FOR USE BY CRA- ADMIN ONLY' section.

ಅರ್ಜಿಯನ್ನು ಭರ್ತಿಮಾಡುವ ದಿನಾಂಕ ನಮೂದಿಸಿ *

ನಿಮ್ಮ ಸೌಹಾರ್ದ ಸಹಕಾರಿಯ ಪೂರ್ಣ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ *

ನಿಮ್ಮ ಸೌಹಾರ್ದ ಸಹಕಾರಿಯ ಯುಜರ್ ಅಥವಾ ಸುಪ್ರವೈಸರ್

ಯುಜರ್ ಅಥವಾ ಸುಪ್ರವೈಸರ್ ಇತ್ತೀಚಿನ ಭಾವಚಿತ್ರವನ್ನು ಅಂಟಿಸಿ, ಅದರ ಮೇಲೆ ನಿಮ್ಮದೇ ಅದ ಸಹಿ ಮಾಡಿ.*

ಯುಜರ್ ಅಥವಾ ಸುಪ್ರವೈಸರ್ ಹೆಸರು, ಲಿಂಗ, ಹುಟ್ಟಿದ ದಿನಾಂಕ, ಹುದ್ದೆ, ವಿಭಾಗ, ಸಂಪರ್ಕ ಸಂಖ್ಯೆ ಕಾದ ದೂರವಾಣಿ ಸಂಖ್ಯೆ, ಇ-ಮೇಲ್ ನಮೂದಿಸಿ.*

ದಯವಿಟ್ಟು ಈ ಭಾಗದಲ್ಲಿ ಏನನ್ನು ಬರೆಯಬೇಡಿ*

- ಸೂಚನೆ:**
1. ಮಾಹಿತಿ ತುಂಬುವ ಮೊದಲು ಅರ್ಜಿ ಪೂರ್ಣವಾಗಿ ಓದಿ ನಂತರ ಕಪ್ಪು/ನೀಲಿ ಬಣ್ಣ ಶಾಹಿ ಮಾತ್ರ ಉಪಯೋಗಿಸಿ ಸ್ಪಷ್ಟವಾಗಿ ಕಾಣುವಂತೆ ಬರೆಯಬೇಕು.
 2. ಮೇಲೆ ಗುರುತಿಸಿದ ಜಾಗದಲ್ಲಿ ಮಾಹಿತಿ ತುಂಬಬೇಕು,
 3. ಅಪೂರ್ಣ ವಿವರದ ಅರ್ಜಿಯನ್ನು ಪರಿಗಣಿಸಲಾಗುವುದಿಲ್ಲ.
 4. (*) ಗುರುತಿನಲ್ಲಿ ಸೂಚಿಸಿರುವುದನ್ನು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ.
 5. ಅರ್ಜಿಯಲ್ಲಿ ನಮೂದಿಸಿದ ಹುಟ್ಟಿದ ದಿನಾಂಕವು ನೀವು ನೀಡಿರುವ ದಾಖಲೆಗಳಿಗೆ ತಾಳೆಯಾಗಿರತಕ್ಕದ್ದು.
 6. ಒಂದು ಎಸ್ಸಿ ಕೇಂದ್ರಕ್ಕೆ 2 ಸೂಪರ್‌ವೈಸರ್ ಮತ್ತು 2 ಯೂಸರ್ ಐಡಿಗಳನ್ನು ಹೊಂದಿದ್ದರೆ ಮೊದಲು ಬೇಡವಾದ ಐಡಿಯನ್ನು ಡಿ-ಆಕ್ಟಿವ್ ಮಾಡಿದಾಗ ಮಾತ್ರ ಅಡಿಷನಲ್ ಐಡಿ ಮಾಡಲು ಸಾಧ್ಯ.

3. User ID De-Activation form

a. Name of ACC

ಅಧಿಕೃತ ಸಂಗ್ರಹಣಾ ಕೇಂದ್ರದ ಹೆಸರು

b. De-Register as

ನೋಂದಣಿರಹಿತ


c. User / Supervisor Details

ಯೂಸರ್/ಸೂಪರ್‌ವೈಸರ್‌ಗಳ ವಿವರ

d. Don't put seal, signature at (Authorized by Branch Head / Competent authority)

(ನಿಯಂತ್ರಣ ಶಾಖಾ ಮುಖ್ಯಸ್ಥರ ಸೀಲ್‌ನೊಂದಿಗೆ ಸಹಿ) ಎಂಬಲ್ಲಿ ಸೀಲ್, ಸಹಿ ಹಾಕಬಾರದು.

ಐಡಿ ಡಿ-ಅಕ್ಟಿವೇಶನ್ ಫಾರಂ ಭರ್ತಿ ಮಾಡುವ ಮಾದರಿ ವಿಧಾನ.



Stock Holding Corporation of India Limited
Registered office: 301, Concorde Plaza, Dr. Babasaheb Ambedkar Road, Pune, Mumbai - 400112
 Web site: www.shcil.org

Date: 03/08/2019

User ID De-Activation form
(To be filled in BLOCK LETTERS Only)

Name of ACC: KARNATAKA STATE FEDERAL COOP...
 De-Register as: User Supervisor

User / Supervisor Details

Name: SHOBHA R. Mobile No: Last No:
 User / Supervisor ID: KATKALCV Please mention the correct CIA if it is case sensitive
 Correspondence Address: NIRMAL BHAVAN, DR PATEKUMAR ROAD,
 1ST BLOCK, RATATINAGAR,
 BANGALORE. Pin Code: 560010
 Telephone Number: 08 0 8 3 3 7 8 3 7 5 (With STD Code)
 Mobile Number: 8 8 8 6 4 6 6 7 0 9
 Fax Number: (With STD Code)
 Reason for De-Registration: RESIGNED FROM JOB

NOTE: Please do not tamper any field blank. Fields not applicable to you should be mentioned as N/A.

I hereby declare that the above filled details are true to my knowledge and belief and request SHCIL to kindly De-Activate the above mention ID.

Name:
 Place:
 Date:
 Signature with Seal
 Authorized by (Branch Head / Competent Authority)

FOR USE BY CRA- ADMIN ONLY

Account Name:	Account ID:
User / Supervisor Name:	User / Supervisor ID:

ID DE-ACTIVATED BY :
 EMPLOYEE CODE :
 ID DE-ACTIVATION DATE :
 SIGNATURE :

ದಿನಾಂಕವನ್ನು ನಮೂದಿಸುವುದು.

ಸಹಕಾರಿ ಸೌಹಾರ್ದದ ಹೆಸರನ್ನು ನಮೂದಿಸುವುದು.

ಸ್ವಿಬ್ಬಂದಿಯ ಹೆಸರನ್ನು ನಮೂದಿಸುವುದು.

ಸ್ವಿಬ್ಬಂದಿಯ ಐಡಿಯನ್ನು ನಮೂದಿಸುವುದು.

ಸಹಕಾರಿ ಸೌಹಾರ್ದದ ಪೂರ್ಣ ವಿಳಾಸವನ್ನು ನಮೂದಿಸುವುದು.

ಸಹಕಾರಿ ಸೌಹಾರ್ದದ ದೂರವಾಣಿ ಸಂಖ್ಯೆಯನ್ನು ನಮೂದಿಸುವುದು.

ಸ್ವಿಬ್ಬಂದಿಯ ಮೊಬೈಲ್ ಸಂಖ್ಯೆಯನ್ನು ನಮೂದಿಸುವುದು.

ಐಡಿಯನ್ನು ಡಿ-ಅಕ್ಟಿವೇಟ್ ಮಾಡುವ ಕಾರಣವನ್ನು ನಮೂದಿಸುವುದು.

ಈ ಭಾಗದಲ್ಲಿ ಯಾವುದೇ ರೀತಿಯ ಮಾಹಿತಿಯನ್ನು ನಮೂದಿಸಬಾರದು.

4. Password Reset Form :

- a. ACC Name : society name
ACC ಹೆಸರು : ಸಹಕಾರಿಯ ಹೆಸರು
- b. User ID : example (kasuhivu, kapunils, etc)
ಯೂಸರ್ ಐಡಿ : ಉದಾಹರಣೆ (kasuhivu, kapunils, etc)
- c. Branch : place
ಶಾಖೆ : ಸ್ಥಳ
- d. Reason for Password Reset (Select) : Tick the reason
Password Resetಗೆ / ಕಾರಣ (ಆಯ್ಕೆ ಮಾಡಿ) : ಕಾರಣವನ್ನು Tick ಮಾಡಿ
- e. Name of the User
ಯೂಸರ್‌ನ ಹೆಸರು
- f. Designation: user / supervisor
ಯೂಸರ್ / ಸೂಪರ್‌ವೈಸರ್‌ನ ಹುದ್ದೆ
- g. Address/ Location: branch address
ಸ್ಥಳ/ ವಿಳಾಸ : ಶಾಖಾ ವಿಳಾಸ
- h. State, Pin Code, Contact No, Mobile, E-mail Id (personal e-mail id)
ರಾಜ್ಯ, ಪಿನ್ ಕೋಡ್, ಸಂಪರ್ಕಿಸಬೇಕಾದ ಸಂಖ್ಯೆ, ಮೊಬೈಲ್ ಸಂಖ್ಯೆ, ಇ-ಮೇಲ್ ಐಡಿ
- i. User Signature, Date, Place /
ಯೂಸರ್‌ನ ಸಹಿ, ದಿನಾಂಕ, ಸ್ಥಳ
- j. For Branch Head and above : Name, signature, date, place, seal /
ಶಾಖಾ ಮುಖ್ಯಸ್ಥ ಮತ್ತು ಮೇಲ್ಪಟ್ಟವರಿಗೆ : ಹೆಸರು, ಸಹಿ, ದಿನಾಂಕ, ಸ್ಥಳ, ಮೊಹರು
- k. Please don't overwrite on the password reset form
password reset / ಫಾರಂನಲ್ಲಿ ತಿದ್ದಬಾರದು.

Note : The ACC should ensure that all the details filled in the form is matching with the certificate generated in the system. No changes or correction should be made. This form has to be Scanned and a mail has to be sent to federal and It should not be delayed. It will take 1 working hours to get the reset done, as the same will be sent to SHIL Mumbai office and from there it will be sent to KSSFCL.

23. ERROR REPORTING FOR E-STAMPING SYSTEM :

This form has to be filled in case the ACC is not able to get the print out of the Stamp certificate generated which is of Rs.200/- and above only. All the necessary information has to be filled in correctly in the form and the reason for the failure of print out has to be clearly mentioned. Soft copy of error report from immediately on the same day in order to get the re-print of the certificate. If the error reporting form is sent late it will be rejected by SHCIL. Reset will not be done.

Important Guidelines

All the ACC's and its members are requested to strictly implement the following while operating their E-Stamping counters. ACC should ensure that they are adhering to the guidelines in writing regarding the implementation of the following:

- Use of original cartridge for printing E-Stamps is mandatory. Please confirm to us regarding the usage of original cartridge in all your branches.

It is mandatory to use Client requisition format prescribed by Stock Holding Corporation of India Ltd.

Eg., Some of the Co-operative are using only one side and the instruction part is not being printed on the back side of the Client requisition.

- Display of address and office working hours outside the counter is mandatory. Government has notified working hours between 10:00 am to 4:00 pm. No customer should be denied for service if they visit the counter during these working hours. You may also work as per your co-operative timings ie., between 10am to 6pm etc., and the same has to be mentioned on the notice board for public.
- All the resigned, suspended users/supervisors id's are to be deactivated immediately.

- For printing E-Stamp certificate use of 80 to 100 GSM bond paper is mandatory. Any deviations in this regard will be viewed seriously.
- Sharing of password amongst the users is strictly prohibited.
- E-Stamp certificate must be issued in the name of individual or a Corporate.
- No correction on the E-Stamp certificate is allowed. Once the supervisor accepts the certificate in the system or software no corrections can be made nor cancelled and the amount will be deducted from the imprest balance.
- Systems must be connected through UPS. Usage of direct raw power may lead to problems.
- Required assistance for the illiterate customer may be extended at the counters.
- Receipt for service charges collected needs to be given to clients.
- The customers should be given a receipt for the service charge collected from them by the co-operative and an acknowledgement of the stamp paper amount collected.
- Any official from Government may visit your counter for inspection. Full co-operation needs to be extended.
- All the client requisitions need to be stored safely for minimum period of One years (from Application received from customer). These applications may be called for audit.
- Collection of service charges should be strictly as per the Government order. Any deviation to this will be viewed seriously.
- The service charges from Rs.10/- to Rs.100/- stamp paper is Rs.10/- , from Rs.101/- to Rs.5,000/- the service charge is Rs.15/- and above Rs.5,000/- no service charges to be collected from the customers.
- Client requisition has to be given to the clients free of cost.
- PAN details should be collected if the requisition is more than Rs.50,000/-.
- The Supervisor or the Branch head has to sign along with the Cooperative seal on the stamp paper before issuing it to the customer.
- All the necessary information pertaining to E-Stamping has to be displayed on the Notice Board of the ACC for the public.

- The User and Supervisor should sign and mention the submission and the certificate no. at the column mentioned for this on the client requisition with the receivers signature and telephone number.

You are once again requested to adhere to the guidelines given. Let us work together to make E-Stamping a big success and serve the citizens of Karnataka proudly.

24. Agreement Matters

I. Permission to Authorized Collection Center

- Right to given permission to ACC's is vested in KSSFCL .
- KSSFCL may fix certain parameters while statring the ACC. If the ACC fail's to follow the parameters, KSSFCL shall not give permission to start the ACC.

II. Security Deposit

- ACC shall pay Rs.50,000/- (Rupees fifty thousand only) as security deposit in the form of Demand Draft payable at Bangalore
- security deposit shall be interest free
- At the time of termination of ACC the security deposit will be refunded without interest.

III. Tenure of the agreement

- Term of the agreement will be up to five (5) years from the date of commencement or up to the term of agreement exist with SHCIL whichever is earlier. If the agreement with SHCIL terminated than agreement with your Sahakari will be terminated by default.
- Agreement may renewed if agreed by both the parties.

IV. Training

SOUHARDA FEDERAL shall provide suitable and adequate training to Your ACC. The cost of the training shall be borne by your Sahakari. The venue of the training will be decided by KSSFCL.

V. Duties and obligation of your sahakari

- A. Your Sahakari shall make all the necessary arrangement for opening of ACC
- B. Your Sahakari shall bear all the expenses for establishment of ACC
- C. For the purpose of openings of ACC your Sahakari should deposit minimum of Rs. 1,50,000/- (Rupees one lakh Fifty Thousand only) as credit limit. Rs. 50,000/- security deposit, Rs.1,000/- processing charges and Rs.99,000/- trading deposit.
- D. Enhancement of credit limit is required for issuing e-stampings more than Rs.1, 00,000/- (Rupees one lakh only) .
- E. Your sahakari shouldn't exceed credit limit, in such cases your ACC will be terminated without prior notice and your Sahakari will be liable for penalty. Penalty will be double amount of total issuing of e-stampings. your Sahakari shall borne that penalty.
- F. KSSFCL is not liable to any illegality and irregularities in your ACC. CEO/ Secretary and other board of directors of your Sahakari are liable for illegality and irregularities in your ACC.
- G. At any point of time if KSSFCL find illegality and irregularities in ACC , KSSFCL will initiate criminal and civil proceedings against CEO/Secretary, and other board of directors of your Sahakari.
- H. Safety of user ID and password of your ACC is your responsibilities. In case if any misuse of ID and password the CEO/Secretary and other board of directors are responsible.
- I. Right to Cancellation of your ACC is vested in KSSFCL
- J. It is mandatory that at least two employees of your Sahakari take proper trainings from KSSFCL for handling the e-stamping. If your Sahakari fails to attend a training program your sahakari will not be entitled for establishing ACC .
- K. your Sahakari shall ensure confidentiality of data and all other information (unless required by any court of law or any other statutory authority) at all times even after the termination of this agreement. Without permission of the KSSFCL any other information shouldn't be disclose.

VI. Duties and Obligation of KSSFCL

- A. KSSFCL should act as a convener and co-coordinator between SHCIL and ACC
- B. KSSFCL will give clarification to ACC regarding e-stamping

VII. Service Charges and Commission to ACC.

- A. From issuing e-stamping worth Rs. 10 to 100 ACC can collect Rs.10/- service charge from the Customer, and Rs. 101 to 5000 ACC can collect Rs.15/- service charge and from Rs.5001 and above no service charges to be collected from the customer. Your ACC will be terminated without prior notice if any complaint received at any level for taking extra service charges.
- B. Your ACC will be entitled to get 0.15% commission over total amount of issuing of e-stampings. The commission calculated on the total business amount will be credited to the imprest balance of the ACC every quarterly and also a statement of the same will be sent to the ACC for audit purpose.

VIII. Dispute Resolution

All disputes and differences between the parties under this agreement shall be Subject to Bangalore jurisdiction.

IX. Termination of agreement

- A. Agreement may be terminated by giving two months prior notice to KSSFCL.
- B. At any point of time KSSFCL may terminate your ACC without prior notice for the reason to believe that your Sahakari is not working properly and that illegality and irregularities are taken place in your ACC .
- C. Upon termination, SHCIL shall immediately deactivate the user ID which is being used by the ACC.
- D. Not withstanding the forging, KSSFCL may immediately terminate this agreement.
- E. If the agreement with SHCIL is terminated , the agreement with your Sahakari will also be terminated by default.

14. Frequently Answered Questions

- A. General Queries
 - 1. What is Stamp Duty?

It is type of Tax collected by the State Government.

2. Why stamp duty is required to be paid?

Stamp duty is a kind of Tax like Sales Tax or Income Tax. It must be paid in full and on time to the Government. In case of delay in payment of stamp duty, penalties are imposed.

3. What are the important Instruments under Indian Stamp Act, 1899?

Important Instruments are agreements, conveyances, exchange, gift, Certificate of sale, deed of partition, Power of Attorney to sell immovable property when given for consideration, deed of settlement and transfer of lease by way of assignment, bill of exchange, bill of lading, debenture, letter of credit, policy of insurance, proxy, receipt and transfer of shares.

4. Does Stamp Duty vary from Instrument to Instrument?

Yes

5. Whether Stamp Duty is computed on market value or consideration amount?

Stamp Duty is computed on market value or consideration amount of the property, whichever is higher.

6. What is consideration amount?

Consideration amount is the total value of funds involved in any purchase/ sale transaction entered between two or more parties.

7. How many types of stamp duty are collected?

Stamp Duty collected by the States can be broadly divided into two categories, viz., Stamp Duty paid under the Indian Stamp Act, 1899 and Stamps used in payment of fees under the Court-fees Act 1870.

8. What are the different types of stamps used as on date? Stamps used under the Indian Stamp Act, 1899 & The Bombay Stamp Supply And Sale Rules, 1934, can be broadly divided into

1. Impressed stamps, including a) Labels affixed and impressed by the proper officer; b) Stamps embossed or engraved on stamped paper c) Impression by franking machine d) Impression by any such machine as the State Government may, by notification in the Official Gazette, specify

2. Adhesive stamps.

9. Is Stamp Duty required to be paid on all documents regarding transfer of properties?

All transfer Instrument/document including agreement to sale, conveyance, gift mortgage, exchange, partition, power of attorney either general or special leave and license, agreement, tenancy agreement, lease deeds are required to be stamped before registration. Original nomination in a Co-operative Housing Society is not required to be stamped. However, when a nominee transfers a flat subsequently in the name of legal heirs then it is required to be stamped as per market value or the consideration amount, whichever is higher.

10. What are the precautions to be taken at the time of purchase of stamp paper?

Stamp papers are to be purchased in the name of one of the parties to the instrument/document. It must be purchased in the name of one of the parties involved in the transaction.

11. When Stamp Duty is to be paid?

It is to be paid either before execution of the document or on the day of execution of the document.

12. Who is required to pay Stamp Duty?

Stamp Duty is either paid by a purchaser or transferee or as mutually agreed in the agreement between the parties.

13. Who will do the stamp duty valuation?

SHCIL is appointed as Central Record-keeping Agency (CRA) and associated with stamp duty collection and not valuation. For valuation of Stamp duty you need to contact your Legal Advisor or Appointed Govt officials concerned for the same.

25. E-Stamping Queries

1. What is e-Stamping?

E-Stamping is a computer based application and a secured way of paying Non-Judicial stamp duty to the Government.

2. What are the benefits to the client/customer by e-Stamping:

1. e-Stamp Certificate can be generated within minutes
2. e-Stamp Certificate generated is tamper proof
3. Authenticity of the e-Stamp certificate can be checked through the inquiry module.
4. E-Stamp Certificate generated has a Unique Identification Number (UIN).
5. Specific denomination is not required

3. Features of e-Stamping?

1. Easy accessibility and faster processing
2. Security
3. Cost savings
4. User friendly

4. What is Unique Identification Number (UIN)?

UIN is a unique system generated number mentioned on the e-Stamp Certificate. Anybody, having the Unique Identification Number, can check the authenticity of the Certificate through www.shcilestamp.com.

5. How can I verify the authenticity of an e-Stamp ?

An e-Stamp can be verified online by clicking on verify e-Stamp certificate and entering the required details i.e

1. State
2. Certificate Number (UIN)
3. Stamp Duty Type (Description of Document)
4. Certificate Issue Date
5. Session code

6. What is a CRA?

CRA stands for Central Record Keeping Agency. STOCK HOLDING CORPORATION OF INDIA LIMITED (SHCIL) is the only CRA appointed by the Government of India.

7. What is the role of CRA?

Central Record Keeping Agency is responsible for User Registration, Imprest Balance Administration and overall e-Stamping Application Operations and Maintenance. CRA will appoint ACC's who will issue Certificates to the clients at their counters.

8. What do you mean by ACC?

ACC means Authorised Collection Center (ACC). Its an agent appointed by SHCIL. ACC is the intermediary between the CRA and Stamp Duty payer.

9. What is the Registration process of ACC?

The Registration process for becoming an Authorised Collection centers involves

1. Signing of PAN India ACC Agreement with SHCIL
2. ACCs needs to maintain a running Imprest balance

10. How do I find my nearest ACC ?

Kindly visit Contact us page of the website www.shcilestamp.com for details for e-Stamping centre near your place.

11. How will I get a Stamp Certificate?

The client has to approach an ACC appointed by SHCIL and fill up the application form as prescribed in the e-Stamping system. Stamp Certificate is generated only after realization of funds.

12. When will I get the Stamp Certificate from ACC?

After submitting a duly filled and signed application form, the ACC will enter the details into the system and a Stamp Certificate would be generated immediately in case of cash and in case of Cheque/DemandDraft/Payorder/RTGS/NEFT/Account to Account Transfer only after realization of funds.

Important instructions for the client

1. SHCIL will accept Stamp Duty Payment in Indian Rupees (INR) only.
2. RTGS / NEFT payment should be initiated only after consulting nearest e-Stamping center.
3. Client is expected to check the preview of the certificate and sign on the preview before certificate is generated.
4. Once an e-Stamp is generated, then it cannot be edited / modified in any manner.
5. Preserve the e-Stamp carefully; duplicate copy of e-Stamp is not issued.

13. What if the stamp duty is underpaid?

If the stamp duty is underpaid then visit an ACC and obtain an Additional Stamp duty certificate by paying the additional stamp duty amount. For registration process the client will have to produce both certificates to sub-registrar.

14. What if the stamp duty is still underpaid ?

If the stamp duty is still underpaid than client has to again visit an ACC and obtain a additional stamp duty certificate by additional stamp duty amount. The client will need to produce all certificates for registration.

15. What are the different modes of paying stamp duty in e-Stamping system.

Client can pay stamp duty amount through the following modes

1. Cash
2. Cheque
3. Demand Draft
4. Pay Order
5. RTGS
6. NEFT
7. Account to Account transfer.

Kindly contact your nearest e-Stamping center before initiating any Electronic fund transfer.(Refer to table below for details on DD/PO for payment through SHCIL branches only)

16. After generating the Certificate, can I cancel the Stamp Certificate?

For cancellation you need to get in touch with the Competent Authority at the Stamp Office appointed by the State Government.

17. In which States/UT s e-Stamping is currently operational ?

e-Stamping is currently operational in the States/UT s of Gujarat, Karnataka, NCT Delhi, Maharashtra, Assam, Tamil Nadu, Rajasthan, Himachal Pradesh, Uttarakhand, UT of Dadra & Nagar Haveli, UT of Daman & Diu and Puducherry.

For further updates keep visiting www.shcilestamp.com

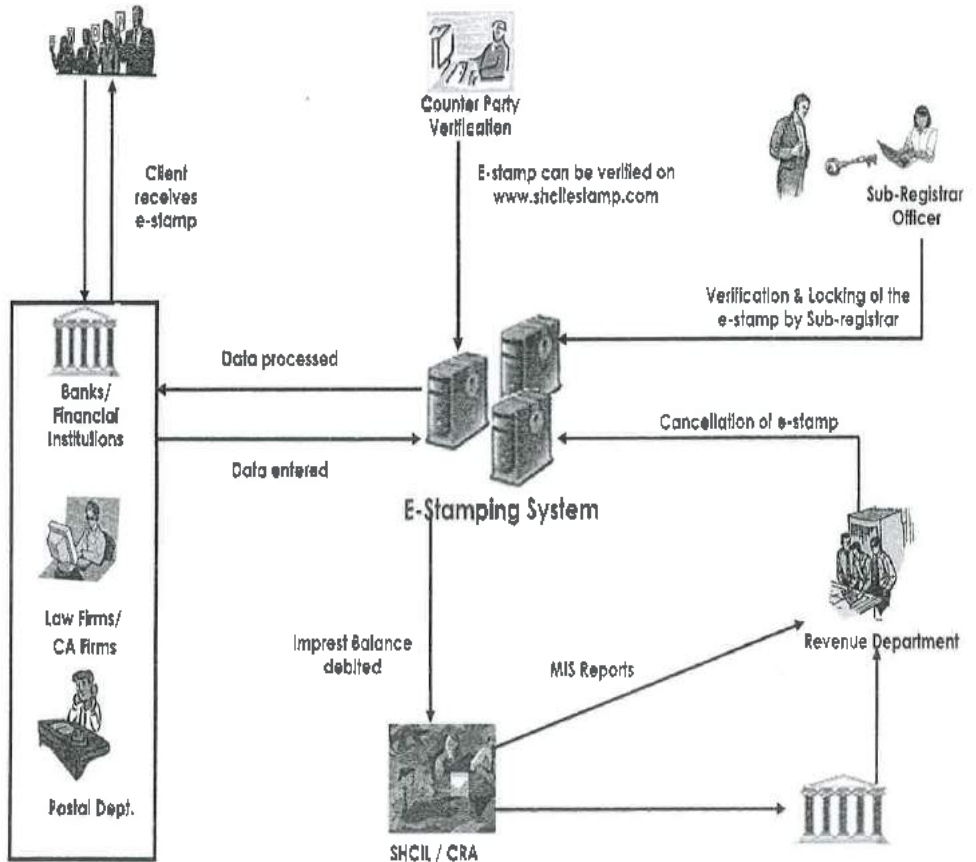
18. What is the procedure in case an e-Stamp is lost ?

Please refer to the Stamp Act prevalent in your state. The CRA is not authorised to Issue a duplicate copy of e-Stamp.

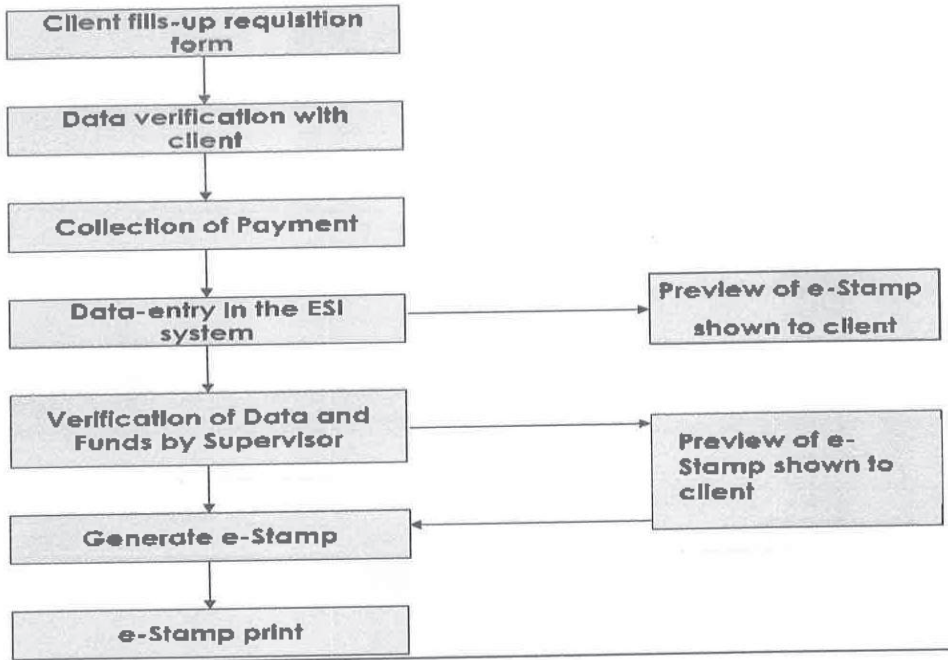
ಅಧ್ಯಾಯ 03

e-stamping Work Flow Charts

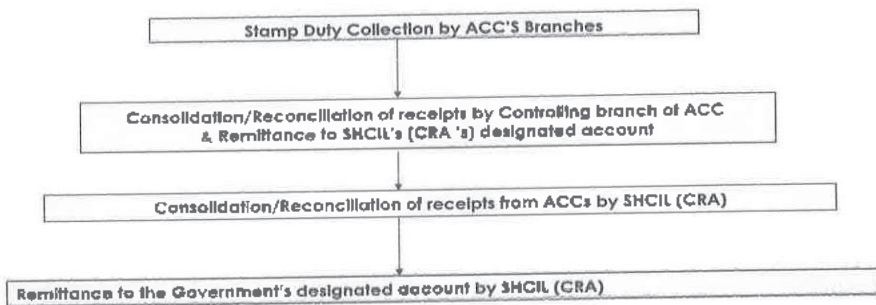
1. System Work Flow



2. Work Flow – ACC



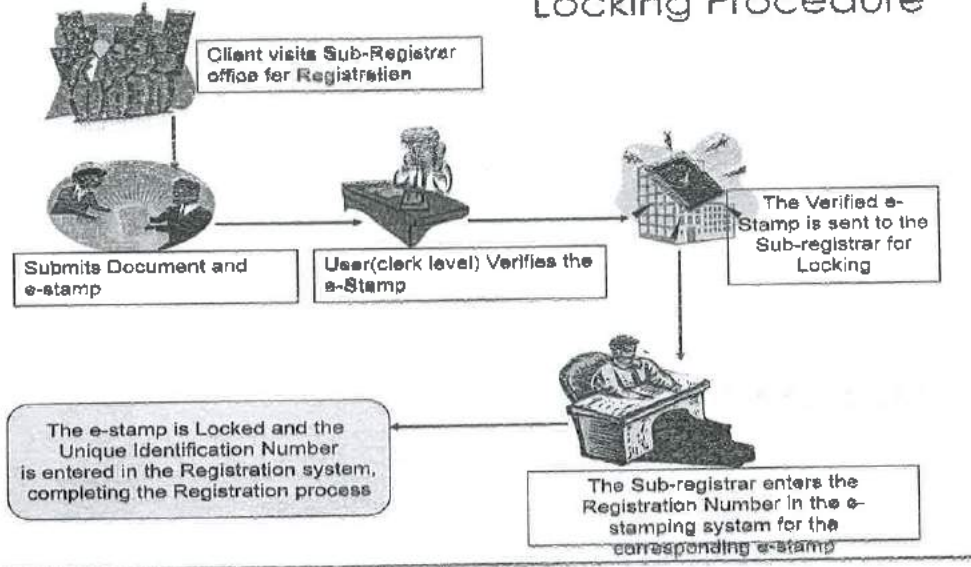
Fund Flow to Government



SINGLE POINT REMITTANCE OF COLLECTIONS

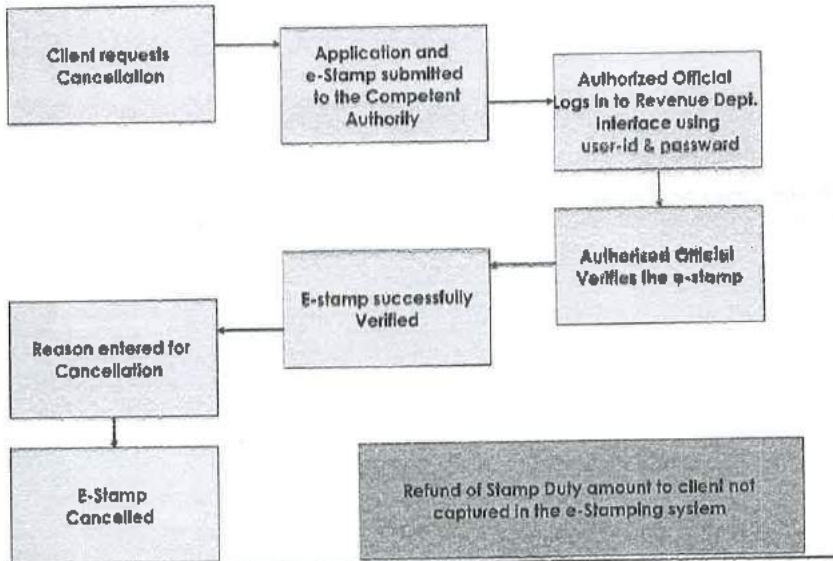
3. Locking Procedure

Locking Procedure



4. Cancellation of e-Stamp

Cancellation of e-Stamp



ಅಧ್ಯಾಯ 04 – Technical Information

1. Technical Information from SHCIL

Set-up of the e-Stamping system

The e-Stamping system is a web based system which means that it uses technologies which can work on the Internet.

Hardware

There are certain pre-requisites required for setting up of e-Stamping operations.

The basic hardware required to start or set-up -stamping is :

- 1.) A PC or any desktop computer running Microsoft OS (windows 7 and above)
- 2.) A specified Laser jet printer (explained further in detail),
- 3.) An Internet connection – 2 MBPS broadband or a dedicated internet connection
- 4.) A UPS system [Un-interrupted Power Supply] as power back-up

The uses of these specific pieces of hardware will be explained in detail in the later pages.

Software

There is no specific software required for the e-Stamping system since the system itself is an application that is available through the web by visiting the website www.shcilestamp.com.

It is important to note that the e-Stamping system currently can run on Microsoft Internet Explorer, Google Chrome and Mozilla Firefox.

Technical and other requirements for e-Stamping

Apart from the necessary hardware and Internet browser required for e-Stamping there are a few other details that we need to keep in mind.

- An UPS unit [Un-interrupted Power Supply] should be available, directly connected to the PC and the printer, running the e-Stamping application, to safe guard against power cuts.
- Sitting and a waiting area for clients
- One stand-by laser printer toner/cartridge for the printer

- Sufficient quantity of Bond papers for printing the e-Stamp
- A secure steel cabinet or cupboard for storing the daily collection
- Back up Internet connection such as dial-up, in case of loss of connectivity

2. Installation process of Print Control Proxy software

PCP System Requirements

The following are the system requirements for the end-user's machine:

Operating System : Windows 7 or later (64 bit)

.NET Framework : version 3.0 or higher (typically part of the default Windows installation)

Web browser : Internet Explorer 10 or higher. Alternatively, the latest version of Mozilla Firefox or Chrome can also be used. Install post script level3 select traditional mode.

Note : PCP is not supported in Microsoft Edge browser at the moment. Windows10 users can use PCP with Internet Explorer 11

Facing problem while printing please follow the below shown procedure

1. Enter CAPTCHA properly Then click here

E-Stamping - Print Certificate

Print Generated Stamp Certificate

Please Enter Captcha(Case Sensitive) and click download link below to download Print Control Program.

Captcha : Cg2W9W

If Print Control Program is not installed, click [here](#) to download Print Control Program

Print Control Program is not running

If Print Control Program is already installed, double click on Print Control Program in start menu to run Print Control Program.

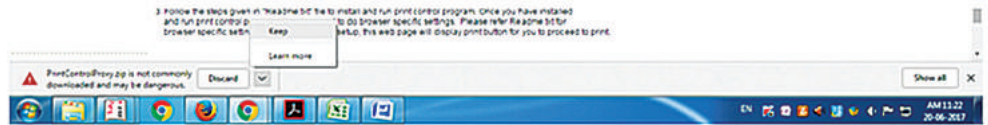
Instructions to download and install new print control program

1. Click on the download link to download Print control program. A Zip file will be downloaded to your desktop.
2. Go to the folder where Zip file was downloaded and unzip the downloaded zip file. The Zip file will have two files - 1. PrintControlProxy.exe and 2. Readme.txt.
3. Follow the steps given in "Readme.txt" file to install and run print control program. Once you have installed and run print control program, you may need to do browser specific settings. Please refer Readme.txt for browser specific settings. After completion of setup, this web page will display print button for you to proceed to print.

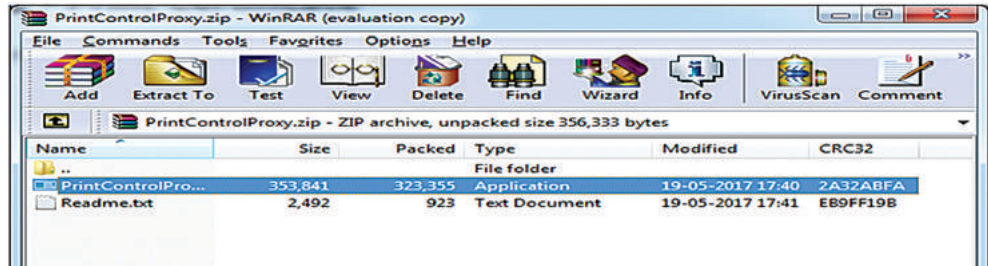
2. Pop-up download will start (wait for full download)



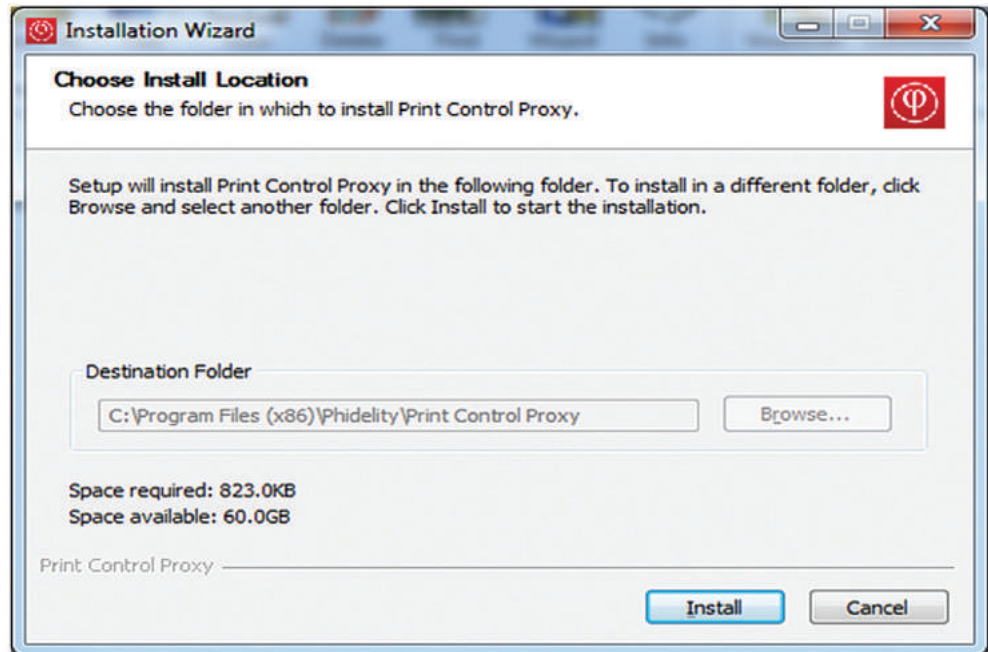
3. After download if not support or shown as discard-Select>down button and click on Keep



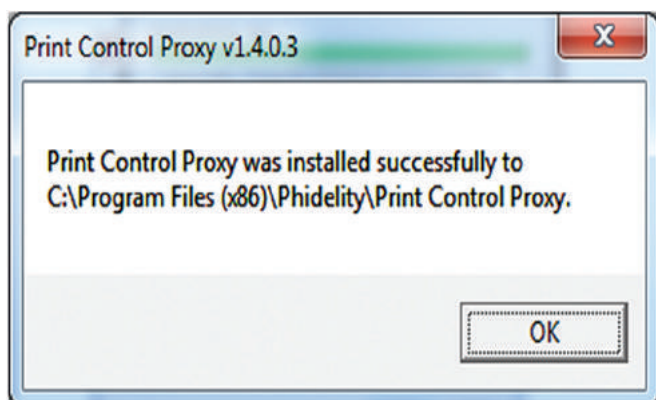
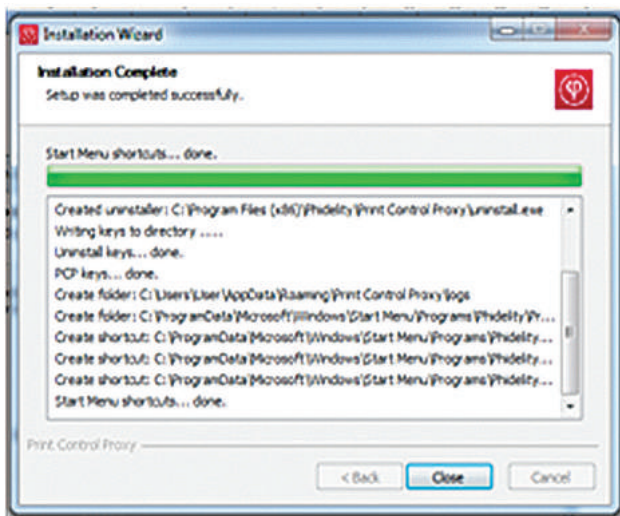
4. Goto downloaded PCP.zip., file. Click on PrintControlProxy.zip



5. Dobbble Click to Install.



6. Double Click to Install.



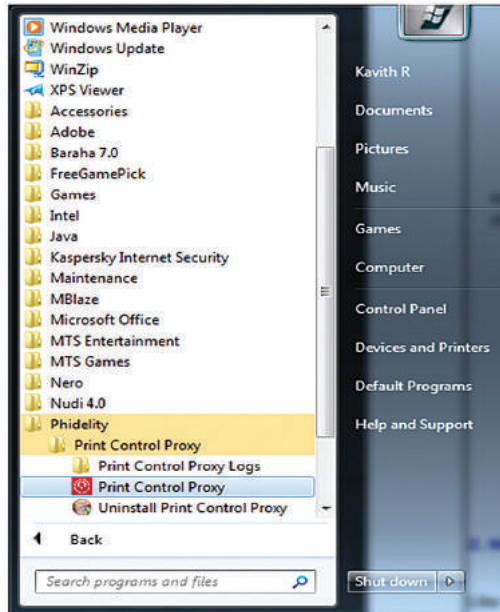
If Unable to print after installation. Follow below steps

1. Start Menu > All Programs > Phidelity > Print

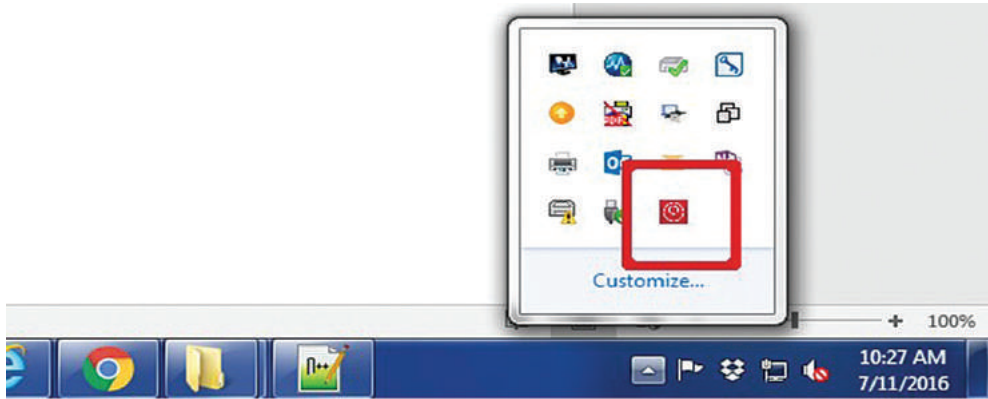


Control Proxy

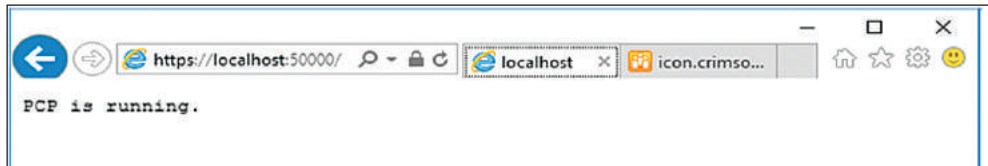
2. Select Print Control Proxy.



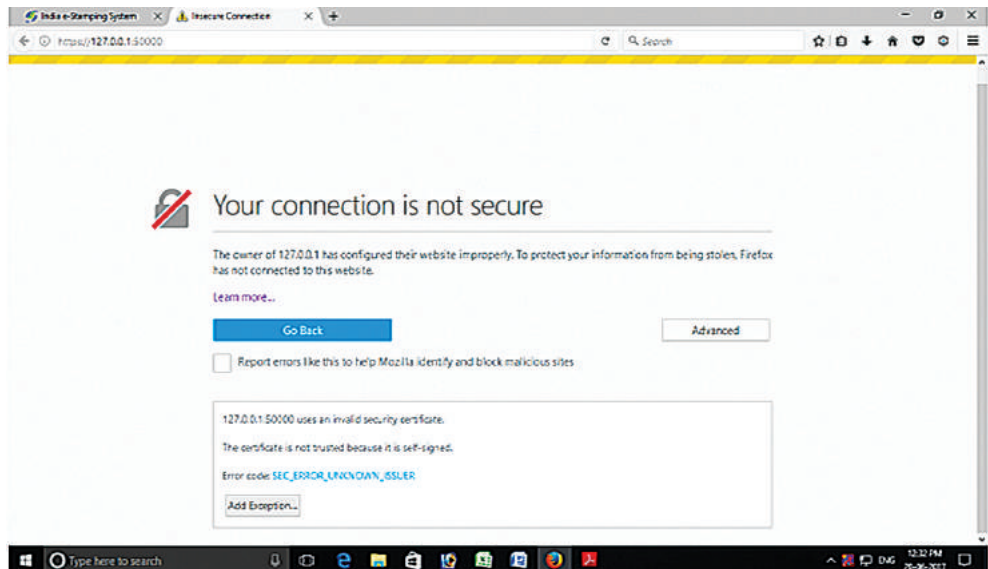
- The PCP icon will appear in the System Tray at the bottom right of your screen.



- After confirmation, Click on <https://127.0.0.1:50000> You should see the following screen:

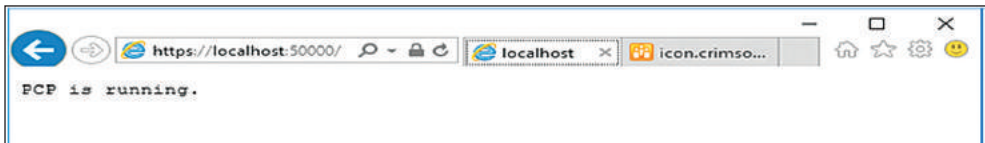


- If not support or Show as below error, Click on Advance setting then" Add excepsion.

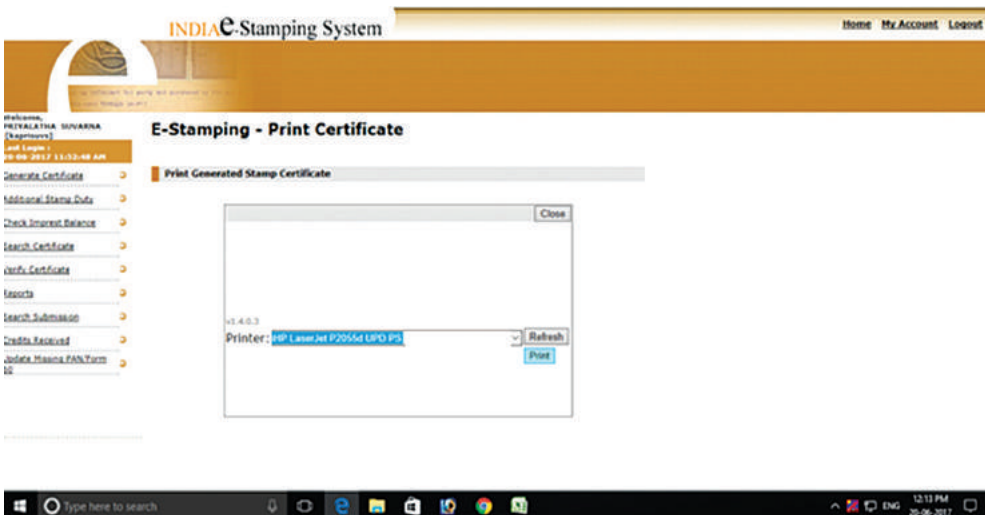




6. Click on <https://127.0.0.1:50000> You should see the following screen:



7. After Below screen will appear then, Select Printer.



Printer driver :

The printer for e-Stamping is one of the most important elements of the e-Stamping system without which the system would be incomplete. This is due to the fact that there are certain features on the e-stamp which can only be printed by these particular, i.e. HP P2055 D, HP M401D , Samsung M3320 ND LaserJet printers.

These printer are Post Script Level 3 enabled printers which helps print some of the advanced security features of the e-stamp. These security features cannot be printed by any other non-post script enabled printer.

HP Laser Jet – Printer driver

The HP 2015 printer comes with an installer CD and on running the installation CD the user gets the option to select the type of driver to be installed, namely PCL and PS. It is important to select the PS driver which is the post script driver and not the PCL driver. Selecting the PCL driver will not allow the printer to print the e-stamp at all.

In case the user has missed selecting the PS driver and the PCL driver is installed, going through the following steps the user can change the PCL driver to PS driver.

Step by Step procedure to install the Post script printer driver.

1. Insert the installer CD in the CD drive and click on the START button on your PC and select

PRINTERS AND FAXES / DEVICES and Printers

2. Once clicked a new window opens up which shows all the available printers connected to the PC. If the HP 2015 printer has been installed correctly the printer will be available in the new window that has just opened and status will show as READY.
3. Select this printer by right clicking on it and select PROPERTIES. In PROPERTIES click on the ADVANCED tab on the top.
4. In the ADVANCED window the user will see a field which says DRIVER and the currently installed PCL driver will be displayed in the box next to it. If it shows PS driver, do not go any further and it means that the correct PS driver was installed during installation. If not then go on to the next step.

5. Click on the button NEW DRIVER. Clicking on this button will open the window ADD NEW PRINTER DRIVER WIZARD.
6. In the ADD NEW PRINTER DRIVER WIZARD click on the button HAVE DISK.
7. The system will prompt you to select location from where to copy the driver files.
8. In the field COPY MANUFACTURERS FILES FROM, click on BROWSE and select the CD drive of you PC.
9. In LOCATE FILE double click on the folder which says DRIVERS, to open it and select WIN2000_XP or whatever your operating system is.
10. The window shows two .inf files, hppcp504.inf and hppcps04.inf. Select the hppcps04 file and click OPEN.
11. On the INSTALL FROM DISK window click OK and the ADD PRINTER DRIVER WIZARD is populated with the two PCL and PS drivers.
12. Select the driver HP Laser jet P2015 Series PS and click on NEXT and the FINISH.
13. Once the system has finished installing the correct PS driver files it will take you back to the Printer properties page and the new PS driver will be visible in the DRIVER field.

Now the printer is ready to print out the e-stamp.

HP P2055 D and HP 401D Model Laser Jet

Things to do before starting the Printer installation :

1. Un-install any other existing printers. (Do not simply DELETE the printers from the Printers and Faxes menu)
2. Visit the www.hp.com website and from the Downloads section download the HP Universal Post-script driver and install it, OR
3. Run the separate CD provided and install the HP Universal Post-script driver
4. Click on Control Panel from the Start Menu
5. Double click to open Administrative Tools
6. Double click to open Services
7. Under the Name tab locate the following files

- Officescan NT Listener (Or other Anti-virus file such as Norton/Kaspersky/Symantec etc.)
 - Officescan NT Proxy Server
 - Officescan NT Real Time Scan
8. Once located click on the Officescan NT Listener and on the left side bar there will be two links
 - STOP and RESTART. (If Office Scan is not running only START will be visible)
 9. Click on the STOP and the Antivirus software will be temporarily Stopped (Until the PC is restarted again. On restarting the PC the Antivirus / Office scan service starts automatically)
 10. Repeat the STOP procedure , as mentioned above in 8, for all the files
 11. If a service only displays START then do not click on START, leave it as it is and proceed.
 12. Once this step is complete close all the windows and go on to the next step.

Installation Process of the Printer

13. Put the HP P2055D installation CD in the PC CD drive and follow the on-screen instructions to install the Toner cartridge
14. Always select the procedure , in the installer program that shows Recommended, in brackets.
15. The connection mode selected should be USB and NOT Network.
16. Once installation is complete, open the Printers and Faxes folder (or Devices and Printers)from the Start Menu
17. Right Click on the icon that says HP Laserjet P2055D PCL
18. Select Properties and click on Print Test Page under the General tab, to check if the printer is indeed installed
19. Once the Test Print page comes out fine proceed to the next step or else Uninstall the printer and repeat the steps from 12 to 16
20. Click on the tab Advanced and select New Driver
21. Click on Have Disk and select the location the HP Universal Postscript Driver is installed (It should typically be installed in C drive)

22. On selecting the folder there will be two options presented to the user
 - HP Universal Printing.
 - HP Universal Printing v.4.7
23. Select the file HP Universal Printing (and NOT the v.4.7)
24. Follow the instructions on screen to change the driver to the Postscript driver Setting the Tool Box Printer Settings.
25. Click on Start Menu and locate the Program HP > HP P2055 > HP Toolbox. Open the HP Toolbox.
26. Once the Toolbox is opened check the Toner quantity by clicking on the Status tab.
27. Click on Device Settings and ensure the Print Quality is set to PRORES1200.
28. Ensure the RET is set to ON.
29. Select the Print Density to 3 (In case the Print quality of the e-stamp is not good the Print Density can be changed to 2-3-4-5, accordingly).
30. Ensure Eco-Mode is always set to OFF.
31. Once the changes are made click on the APPLY button.
32. In the Printers and faxes Folder ensure the default printer shows as HP Universal Printing PS and NOT PCL drivers.
33. The HP P2055D / HP M401D printer is now ready for e-Stamp printing.

For Samsung Printer M3320ND :

Please ensure printer firmware version as V4.01.40 and Post Script (PS) printer driver version as 3.00-03-00:02 (dated 12-09-2015) is installed .

PS DRIVER Installation can be done either through the CD Provided or PS drivers can be downloaded from Samsung website

<http://www.samsung.com/us/business/support/owners/product/SL-M3320ND/XAA> CLICK ON SEE MORE + under DOWNLOADS and SELECT Universal Printer Driver 3 PS.

Download the file and Double click and install the PS Driver and set the same as default printer. Error messages for Supervisor in Printing/Print Control Module Message Necessary Action.

Message	Necessary Action
Error : => The current printer doesn't support Post script level 3.	Please use a printer with Post Script <ul style="list-style-type: none"> ● Please Install the Post script level 3 driver ● Please check to see if the printer is capable is at 1200 dpi ● It should not be a network printer ● Make sure the printer is turned ON ● Should not be a Virtual printer(PDF)
Applet does not load	Please check the Sun JRE version. The correct version must be 1.5.0_06

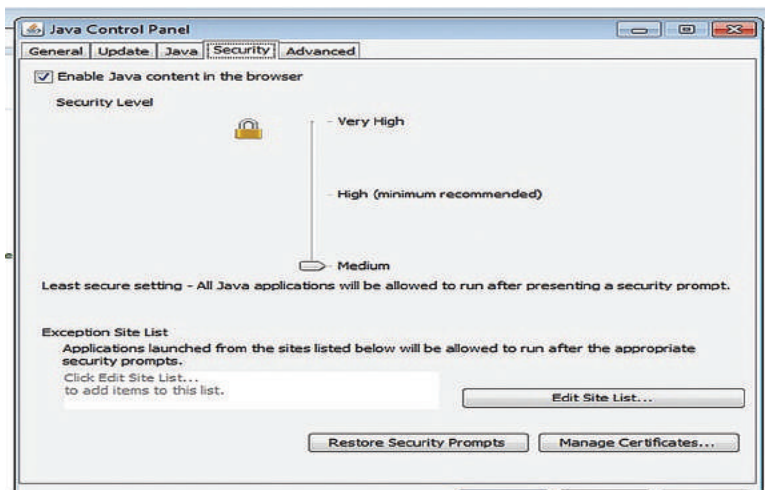
Users are requested to uncheck (remove the tick mark) the “ check for update automatically.

Procedure to the same is as follows

Java not required Click on Start -> Control Pane -> Java.

Double click on Java , under Update Menu -> remove the tick mark for “Check for Automatic Updates”

Also note that under the security menu keep the security level at medium by dragging scale pointer down.



Do's and Don'ts for e-Stamping Applications (Technical) :

DO's	DONT's
Always click once on mouse for hyperlinks and buttons.	DO NOT use double-click.
Close all pop-up Help windows after usage.	Do not leave unnecessary Help windows open in the background.
If you receive time out messages due to no user interaction for a specific period of time, click once on the "Logout" button to logout, and then re-login to the application.	Do not press the BACK button of the browser. Instead use the hyperlinks to navigate from one page to the other
If the animation of the Internet Explorer icon on the top right hand corner of the browser is in motion, this indicates that the application is still processing, please wait till the animation stops before selecting or clicking any other options on the screen.	Always Logout of the application once the work is done. It is un-secure to just close the browser window since the session can still be on if another user is using the same computer.
Safe to have at least two users having web admin user rights.	Don't Share your username and password with anyone
Take prints of all the reports you may require for future use.	Don't close the applet print window while printing the e-Stamp.
At least once a day, take data base backup.	Don't use the e-Stamping printer for other regular print jobs except e-Stamp.
Verify all the information on the application form and double-check the details with the client if in doubt.	Don't use the live system for user testing. Instead request the CRA user team for separate test login ids.

Few more points to be noted :

1. Two separate dedicated systems needs to be used for e-stamping (One system for User and one for Supervisor)
2. Only prescribed model printer needs to be used (HP Laserjet 2055D, M 401D and Samsung M 3320 ND)
3. Have good internet bandwidth for seamless printing.
4. Ensure to have enough UPS Power backup.
5. Do not connect the Printer and System to RAW power.
6. Ensure PCP and Post script drivers are installed on e-stamping systems.
7. Take test print every day morning before start of the operations.
8. Strictly not to use refilled/refurbished/remanufactured or compatible Cartridges.
9. Do not use the Economode options.
10. Keep the printer settings at high resolution.
11. Do not issue the certificate if the the word “COPY” is prominently highlighted on the Original print out.
12. If the Word “ COPY “ is getting highlighted , then kindly change the cartridge, service the printer and ensure the printer scanner is clean.
13. Shuffle the papers properly before inserting in the printer tray.
14. Do not expose the bond papers to moisture.
15. Always keep enough spare Toners and Papers in the centers.
16. Do not share your User Id and Password with anyone.
17. System should be protected with Passwords.
18. Logout from e-stamping website if the system is idle for long.
19. Do not keep the Printer USB port under power saver mode.
20. Always have Internet service providers contact numbers handy.
21. Have AMC with Professional service providers for regular Servicing of Systems and printers.
22. If in the Original e-stamping certificate, if the word “COPY” is getting prominently displayed or the Borders are not printed properly or the emblem is not printed , then please do not give any further print outs till the printer problem/Toner problem is sorted out. Also inform the concerned nodal officer about the abnormal print out and do not issue it to the client.

Training Session on E-Stamping Project Prerequisites & Basic information on

- ✓ IT Hardware,
- ✓ Software's,
- ✓ Project Key Facts,
- ✓ Basic Troubleshooting,

IT - Hardware

Desktop Configuration:

- Intel Core i3 / AMD A8 Processor
- 4 GB Memory / 500 GB Hard Disk / 18.5" LED Monitor
DVD RW / KB & Mouse

Recommended

HP Printer Specification:

- HP Laser M400 (401D) Single
Function Mono Printer

Recommended By SHCIL

HP Toner Cartridge:

- Cartridge Part Number – CF280A

Mandatory to Use Original

Broadband Connection:

- 2 MBPS Corporate Connection

Recommended By SHCIL

Software Prerequisites

Operating Systems:

- Microsoft Windows XP
- Microsoft Windows 7
- Microsoft Windows 8.0 / 8.1

Browser Applications:

- Internet Explorer 8 & above
- Mozilla Firefox latest Version
- Google Chrome latest Version



Other Recommended Applications:

- Adobe Reader
- Microsoft Office 2007
- Total Security (Quick Heal, Kaspersky)
- Microsoft Security Essentials



Recommended

For 32 Bit

For 64 Bit



Post Script Driver & Java Link


Remote Access Tools


HP PostScript Drivers link:
<http://h20564.www2.hp.com/hpsc/swed/public/readindex?sp4ts.oid=5096258&lang=en&lang=en&cc=in&cc=in>

Java Download Link:
For Update 33
<http://www.oracle.com/java/tech/java/javase7u33>

For Latest Update

 hp-530-usb-drv-04.exe

Ammyy Admin 3.5:  C:\Users\FLO\Desktop\AA...

Team Viewer 8:  F:\WP\TVPD 2\TeamViewer_Setup

Key Factors of this Project.

Total Earnings on 2000 Stamp Papers is **Rs. 20,000/-**

Total Earnings

Hardware Cost:

Initial Hardware Setup Cost	Desktop	31,000/-
	Printer	21,000/-

Project Running Cost:

Cartridge Cost	4,800/-
Operator Cost	5,000/-
Paper Cost	2,000/-
Electricity Cost	500/-
Broadband Cost	1,500/-
Total Costing	13,300/-

Business Impact:

- Quality Printing is Assured
- Customer Retains
- No Fear on Penalty Factor

Note: This Factors will not be considered when you are using refill or remanufacture Cartridges

Continued.....

- More than 70% of the centers are using refill or remanufacture Cartridge
- Fact; we only consider Visible Cost but never at Hidden Cost.

Visible Cost:

- Refill or Compatible toner Cost
- Customer may think a lower print cartridge will save them money, but fact may NOT be so.....

Hidden Cost:

- Page yield is not assured & 80% of toner will be failed on quality of prints.
- 100% of Printers will be failed if we use refill.
- Printer Warranty will be void once you use refill.
- Maintenance Cost
- Customer Satisfaction 0%

Basic Troubleshooting:

Windows Update Enable or Disable.

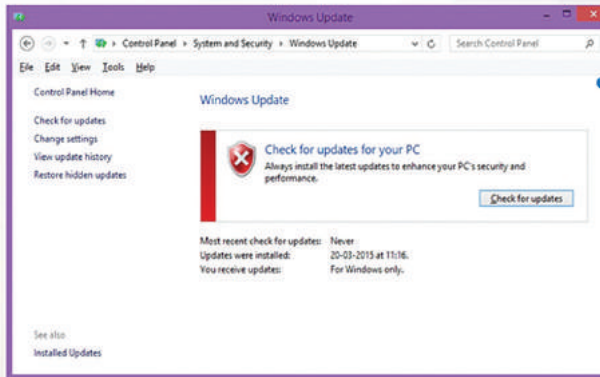
- Right Click on My Computers
- Click on Properties
- System Window will open
- Click on Windows Update



Basic Troubleshooting:

Ensure Windows Updates are OFF.

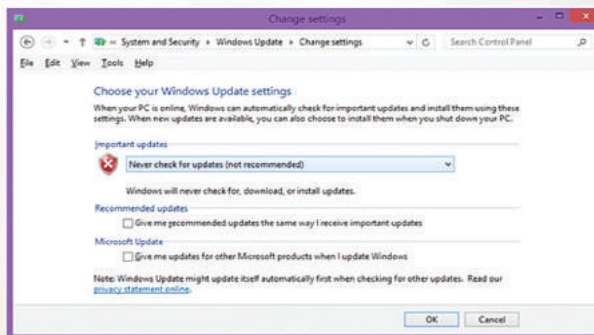
- Click on Change Settings



Basic Troubleshooting:

Ensure Windows Updates are OFF.

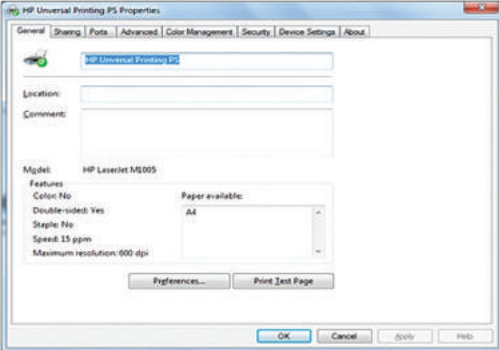
- Select Never Check for Updates
- Un Check all the options.
- Click on OK



Basic Troubleshooting:

Printer Settings

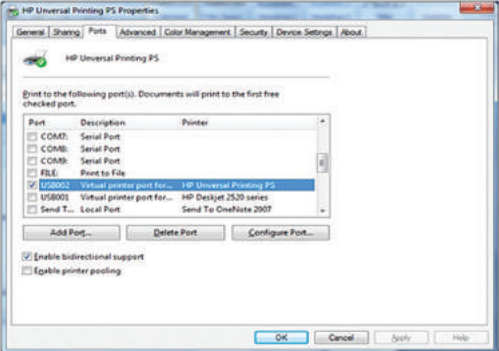
- Right click on Printer Icon.
- Select Ports option.



Basic Troubleshooting:

Printer Settings

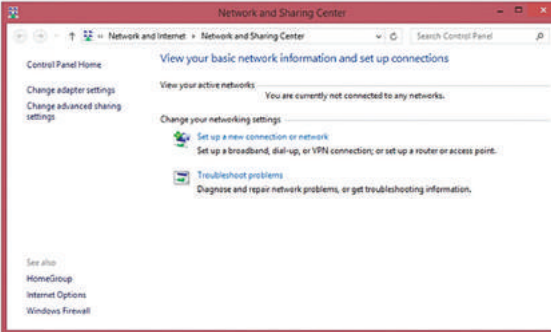
- Ensure, Printer Port is selected as USB001/USB002/USB003

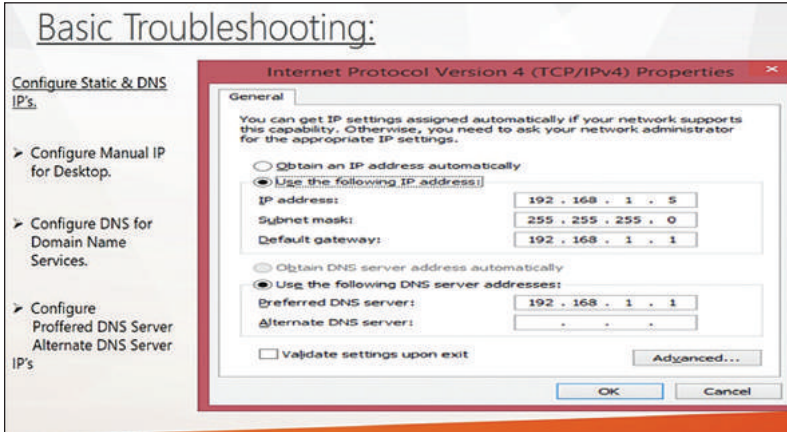


Basic Troubleshooting:

Configure Static & DNS IP's

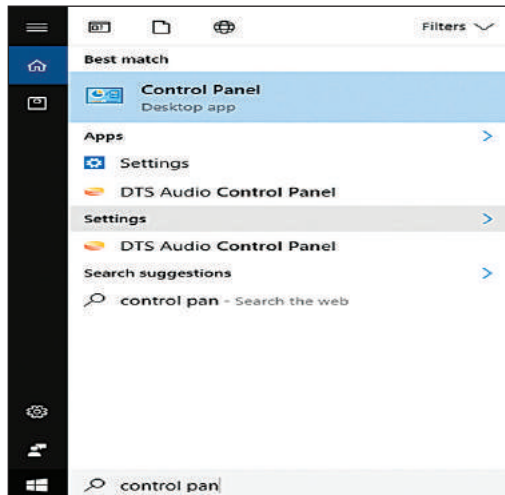
- Right click Network icon on Desktop.
- Click on Adaptor Settings.



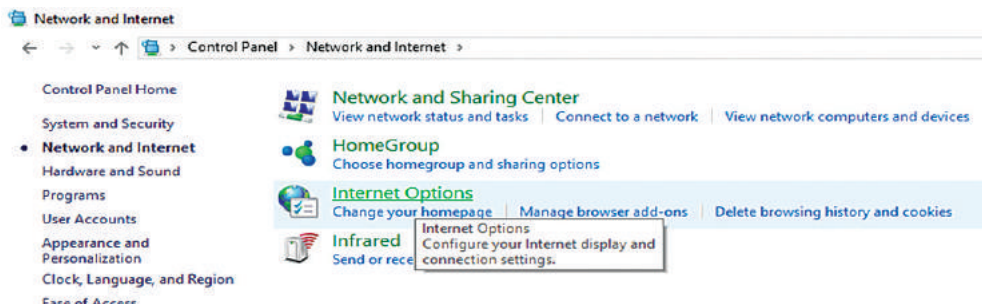


- Delete cookies & Temporary files Procedure

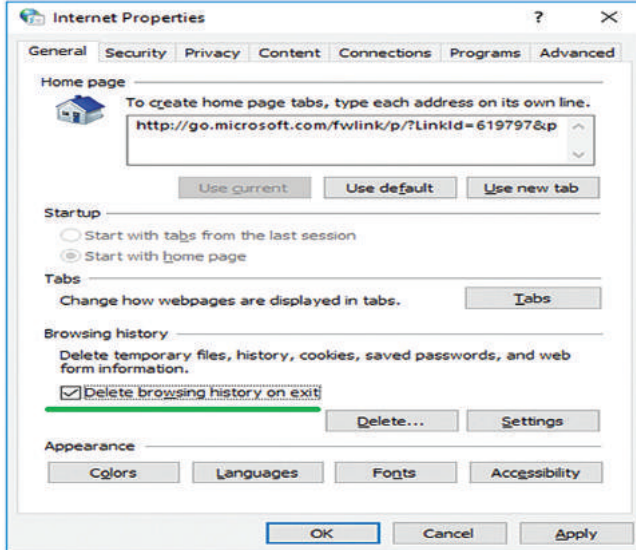
Step 1: Go to Start Menu > Type "Control Panel" & Select



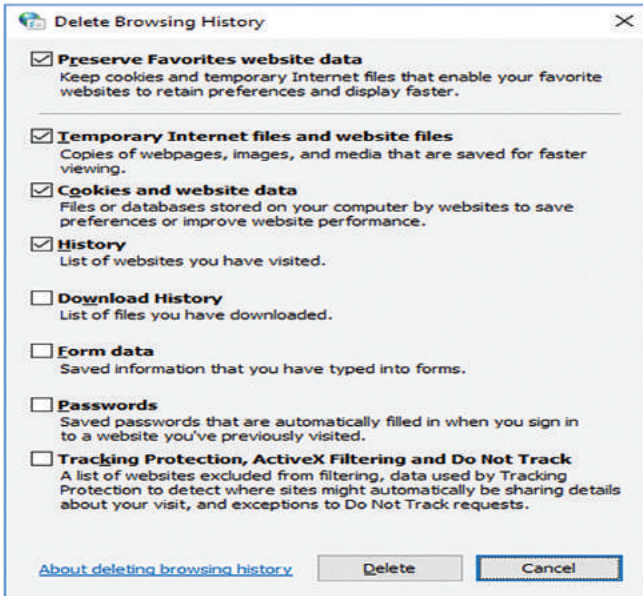
Step 2: Double click Internet options



Step 3: Under the General Tab, you will see ‘Delete temporary files, history, cookies, saved passwords...’ Click Delete



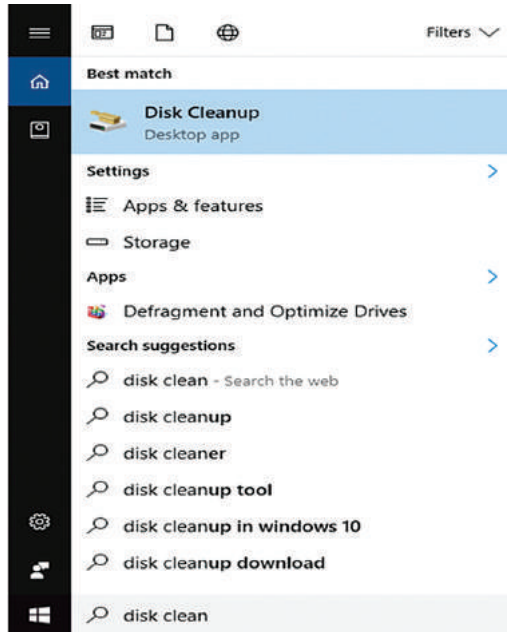
Step 4: The Delete Browsing History dialog box will appear, click the ‘Cookies’ checkbox



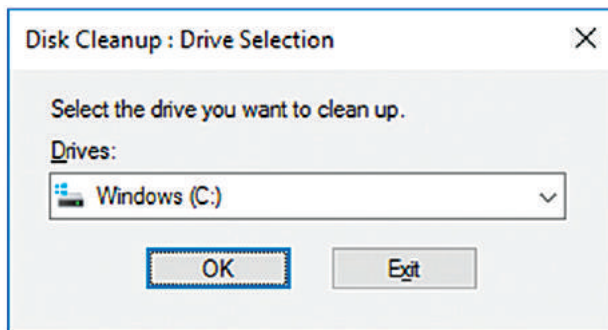
Step 5: Click the delete button at the bottom of the dialog box Click ‘Delete’

- **Procedure for Junk File cleaning**

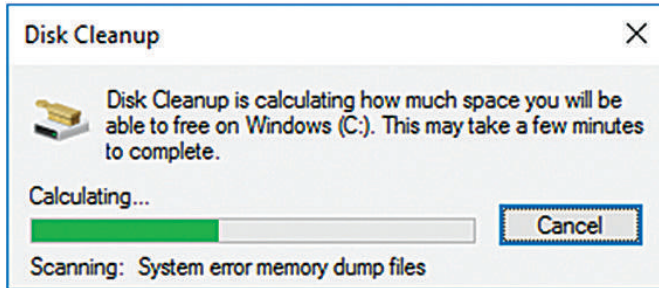
Step 1: Go to Start “Menu” > type “Disk cleanup” (as shown below)



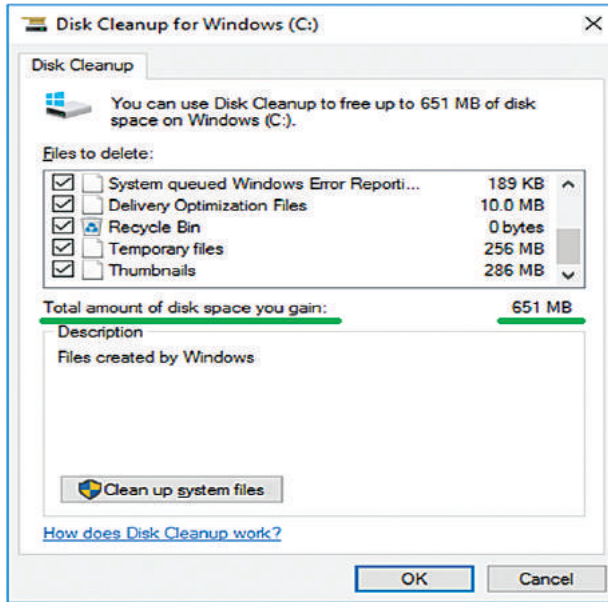
Step 2 : Select Drive> “OK”(As shown below)



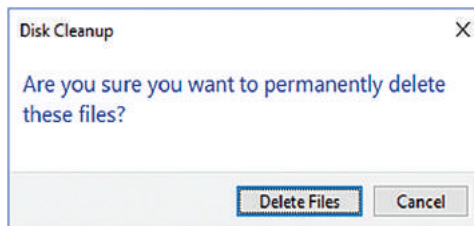
Step 3: Wait for a while to calculate.



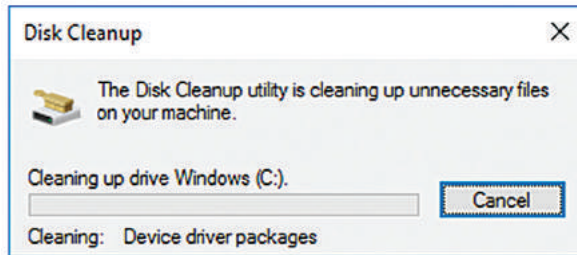
Step 4: Tick the file which having Junk to cleanup(As shown below)> Select“OK”



Step 5: For cleanup Click “Delete Files”



Step 6: Wait for a while to delete unnecessary files.



● **Installation procedure of HP Laser Jet Printer**

Step 1: After received a mail from E-Stamping department, ensure that your system capacity

[(E.g.: 32Bit Or 64Bit) To Know Control panel > System Security > System]

>Click the below link which is Suitable for your system.

Namaste,

Please down load the PS Driver from the below mentioned URL (type the below in the Google web site)

[upd_5_0_1-ps_winxp-vista](#) and you will be taken to

1. [Index of /Public/Drivers/HP/LJ4250/UniveralPrinterdriver](#) web site. from here you can click on [upd-5_0_1-ps_winxp-vista.exe](#) and download

<http://195.148.217.80/Public/Drivers/HP/LJ4250/UniveralPrinterdriver/>

p.s : This file is for 32 bit OS. If you are having 64 bit OS .
If the OS is 64 bit then down load the following file from the URL <http://tools.robodoc.net/tools/hplj4250/>

[upd-5_0_1-ps_winxp-vista-x64.exe](#)

2. Older versions of Java can be down loaded from the web site " <http://www.oldapps.com/java.php> "

the users who are having problem in printing to use the Java version 7 update 40 from the below given web site and check

<http://www.oldapps.com/java.php>

the file size is 27.69 Mb.

Before installing the above down loaded version, let the users uninstall the current version from their system. restart the system and only then install the Java 7 update 40 application

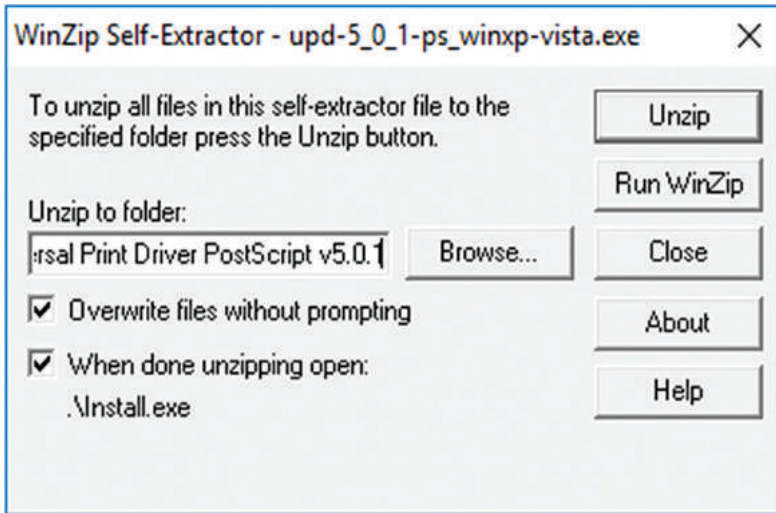
(Two variants of Java versions are available 32 bit and 64 bit, please download the file which is relevent to your OS version and install)

Thanking you

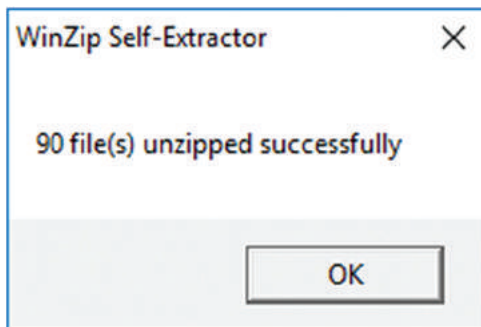
Step 2: After clicking the link wait for Download 100% in only one time, in one attempt.



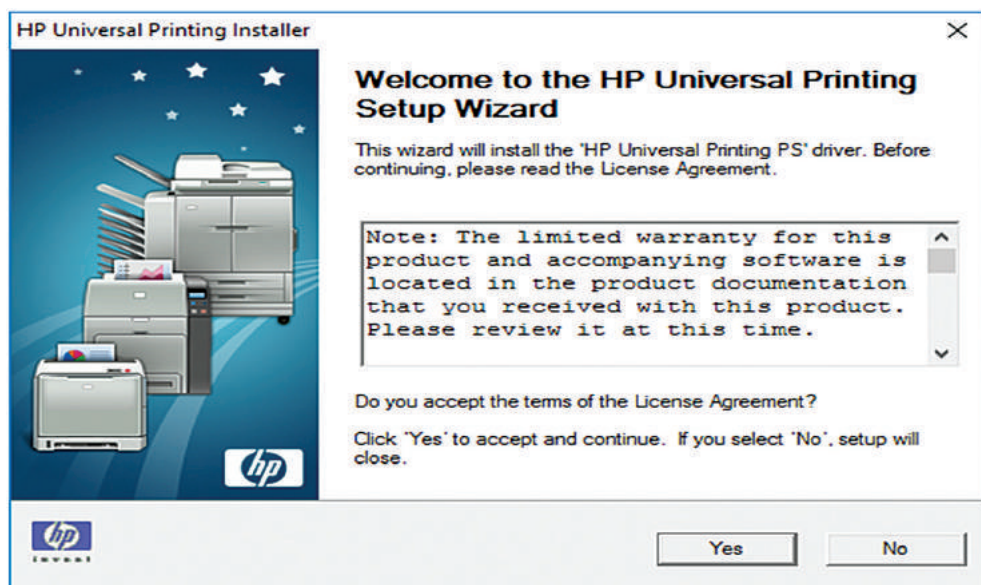
Step 3: After Completion of downloaded software click one time to Run program> Click Unzip (As shown below)



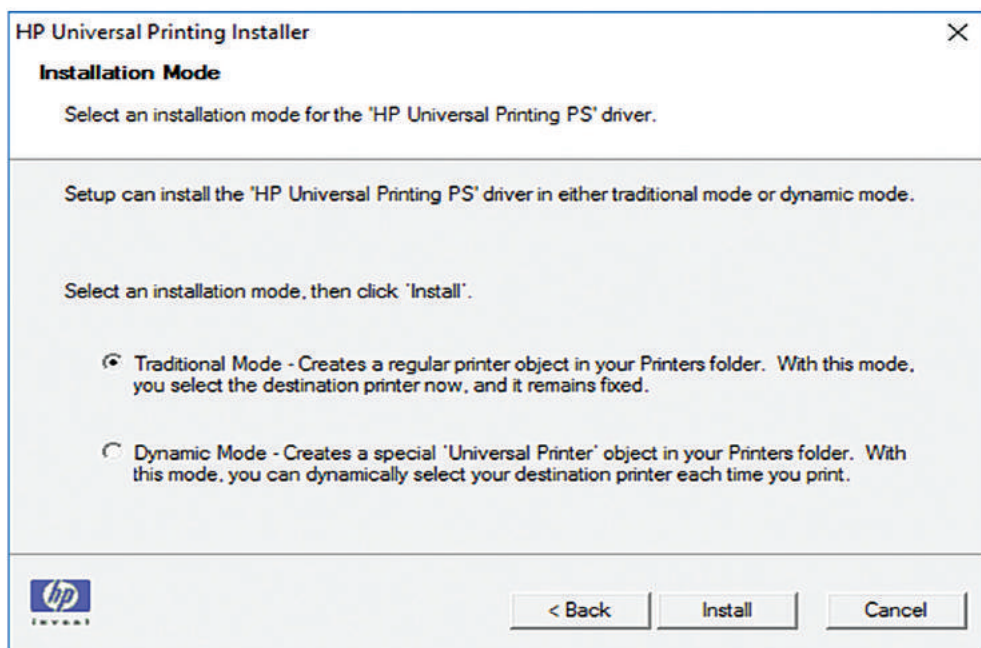
Step 4: Pop up Click "OK" (as shown below)



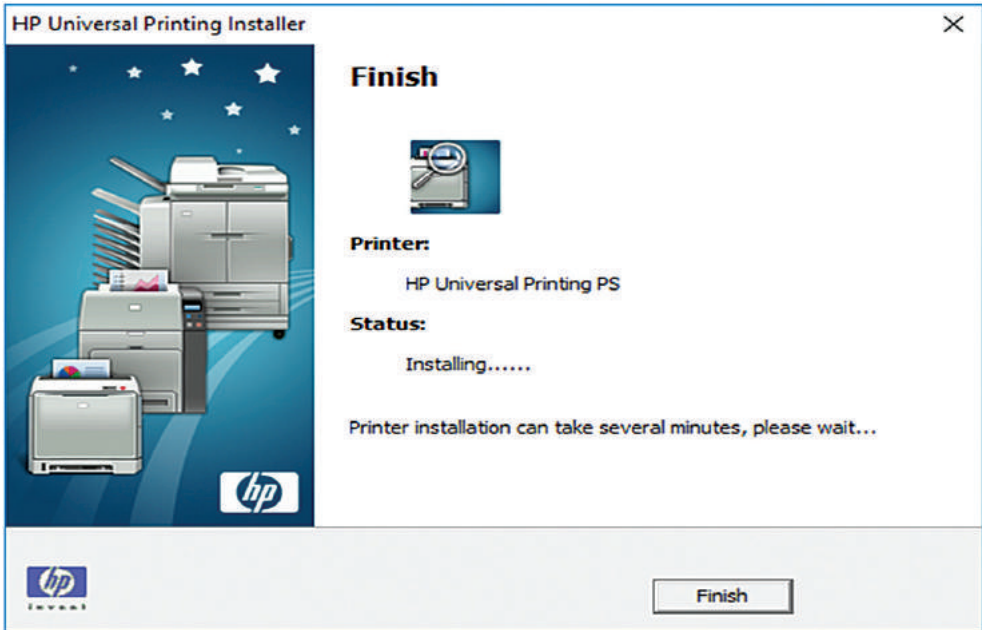
Step 5: Install the package software of HP By click “Yes” (Pop up showed).



Step 6: Select “Traditional Mode” and Click on “Install”



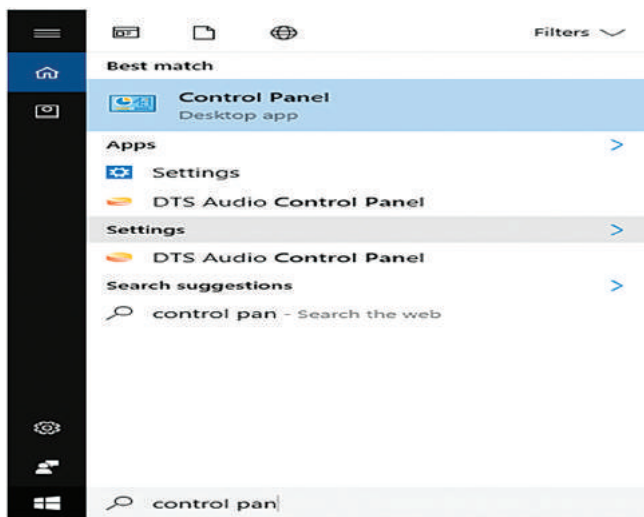
Step 6: Successfully install the software Click “Finish”



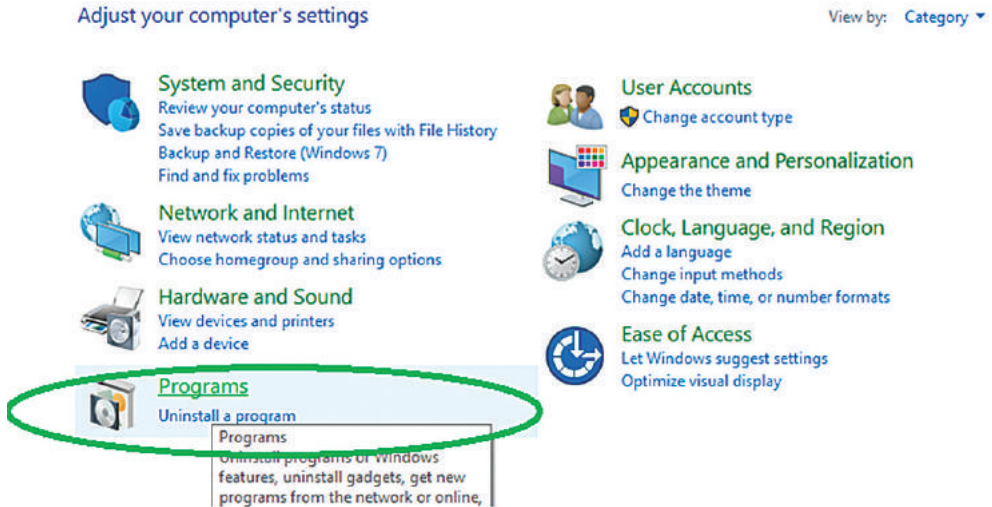
Step 7: Give the test print to know proper working or not.

- **ADD & REMOVE OF THE PROGRAMS**

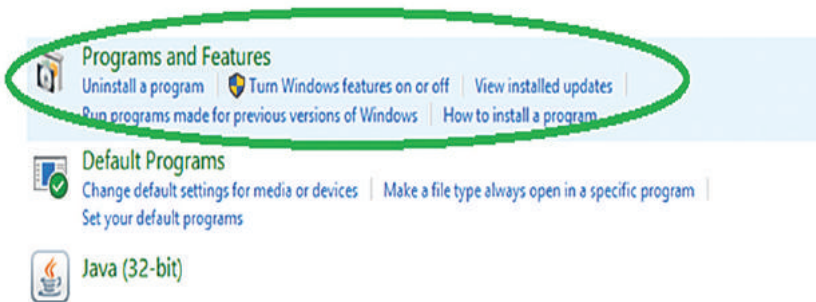
Step 1: Go to Start Menu > Type “Control Panel” & Select



Step 2: Control Panel > Select “Programs” double click



Step 3: Programs > Select “Programs And Feature”

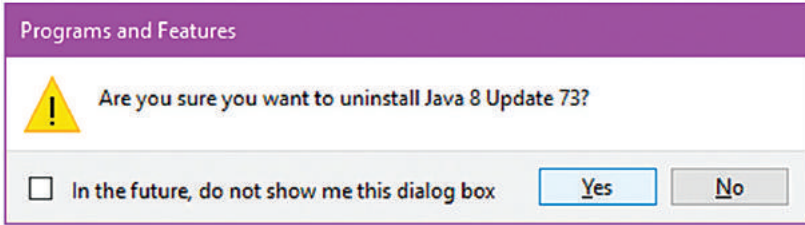


Step 4: To Uninstall any Programs or Java > Double click on particular software

Uninstall or change a program

Name	Publisher	Installed On	Size	Version
IP Messenger for Win		21-10-2016		
Java 8 Update 73	Oracle Corporation	06-02-2016	177 MB	8.0.730.2
Kaspersky Internet Security	Kaspersky Lab	07-12-2016	87.5 MB	17.0.0.611
Microsoft Office Enterprise 2007	Microsoft Corporation	21-10-2016	27.8 MB	12.0.4518.1014
Microsoft OneDrive	Microsoft Corporation	23-02-2017	84.8 MB	17.3.6798.0207
Microsoft Primary Interoperability Assemblies 2005	Microsoft Corporation	23-12-2015	8.00 MB	8.0.50727.42
Microsoft Visual C++ 2005 Redistributable	Microsoft Corporation	23-12-2015	9.44 MB	8.0.59193
Microsoft Visual C++ 2008 Redistributable - x86 9.0.3...	Microsoft Corporation	23-12-2015	7.69 MB	9.0.30729
Microsoft Visual C++ 2008 Redistributable - x86 9.0.3...	Microsoft Corporation	23-12-2015	7.04 MB	9.0.30729.4148
Mobogenie3	Mobogenie.com	21-10-2016		3.3.5.45783

Step 5: Pop-up will arise than click on “Yes” to permanently erase the software

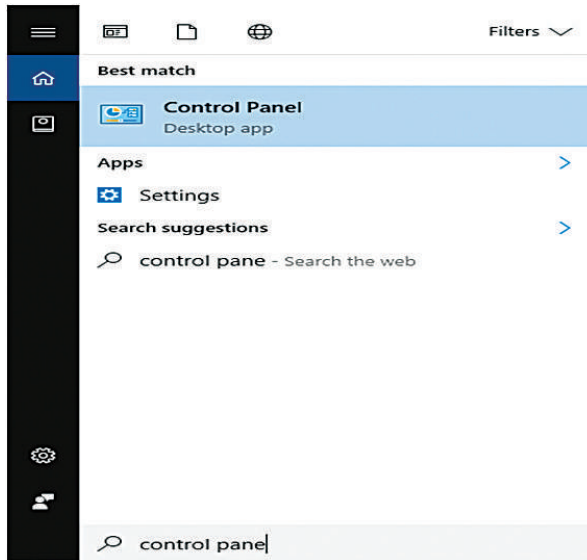


Step 6: wait for few minutes to process and don't click on cancel

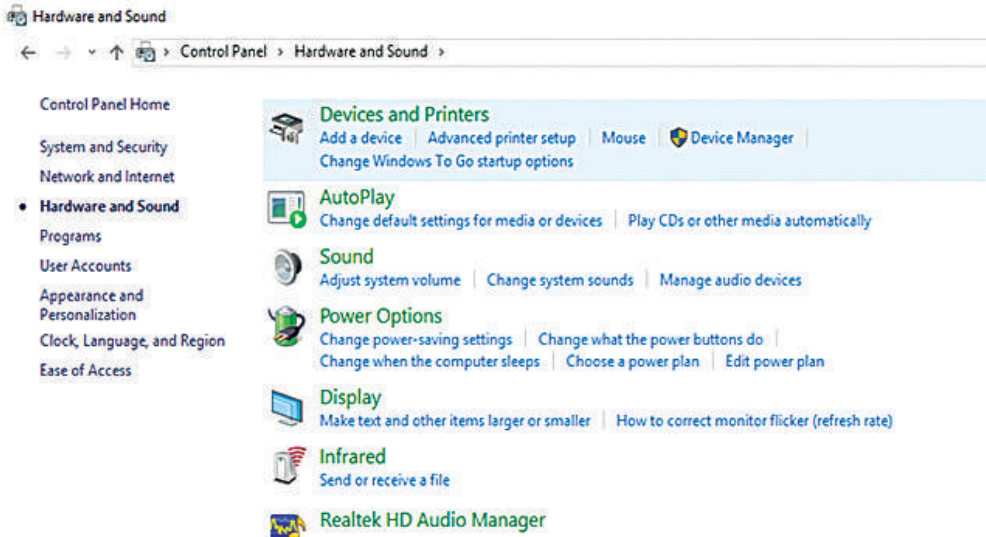
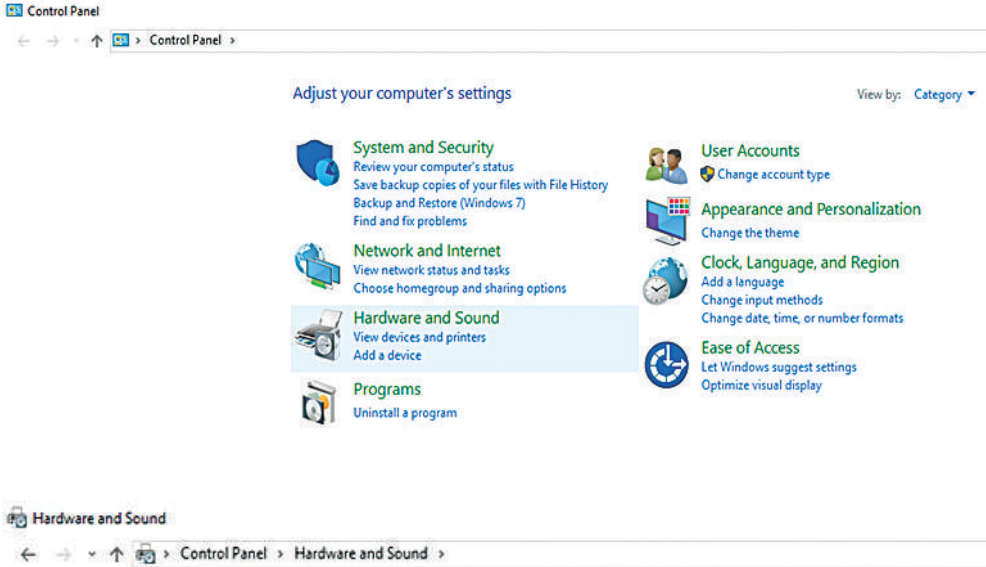


- Default printer adding procedure

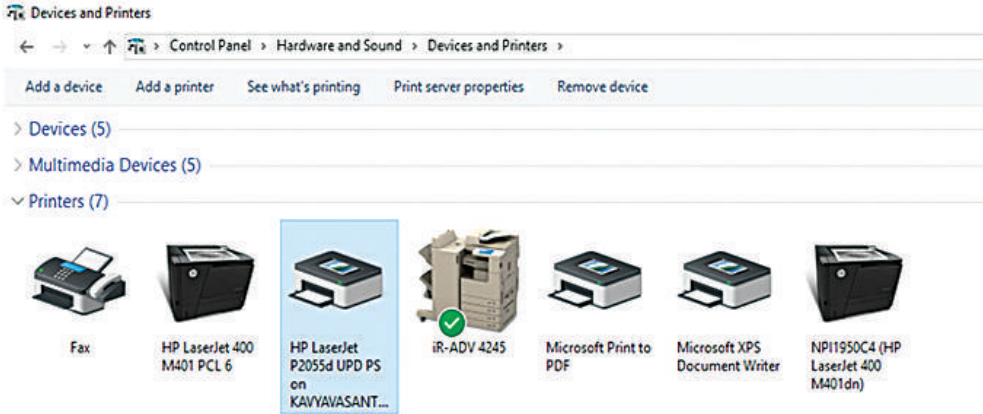
Step 1: Go to Start Menu > Type “Control Panel” & Select



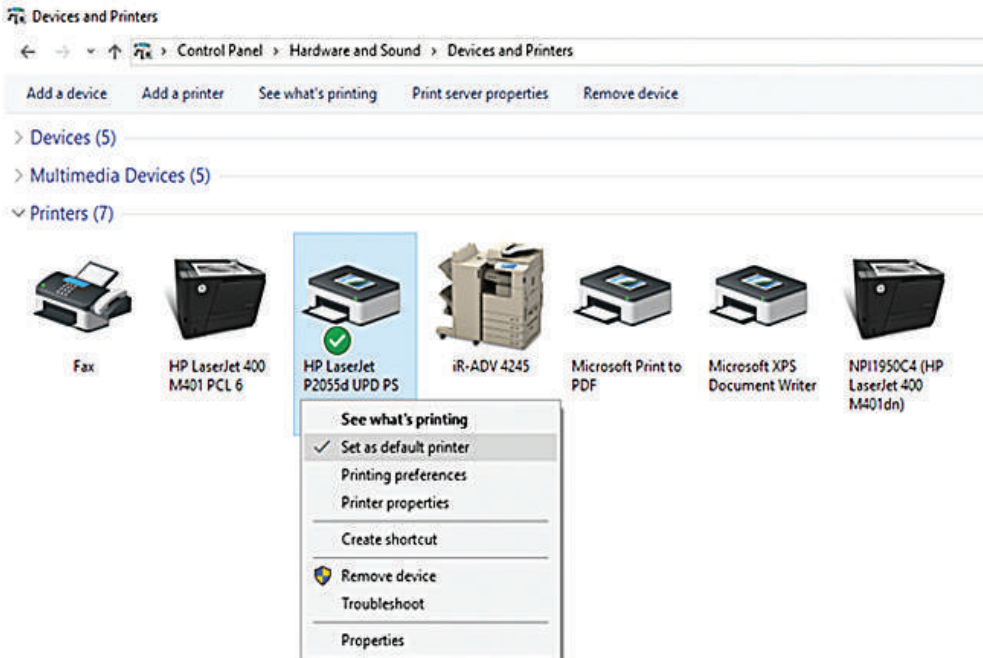
Step 2: Double click on Hardware and Sound



Step 4: Choose only HP LaserJet P2055 UPO PS Printer



Step 5: Right Click on “HP LaserJet P2055 UPO PS Printer” Choose Set as default printer



Step 6: Give test print for confirmation.

ಅಧ್ಯಾಯ 05

Do & Don't E-stamping Acc's

DO's:

1. ACC's have to Operate in the same address where the approval is sought.
2. ACCs must have Display boards displaying their name, address, phone number.
3. Article list has to be displayed for the convenience of the citizen.
4. ACC user should always type the website address in the browser to access the site.
5. ACC user should always click on the SECURE LOGIN button from the website.
6. Citizens should be advised to use only the approved application format.
7. E-Stamp Certificates should be issued only against receipt of duly filled in application form.
8. ACCs are always required to maintain following hardware infrastructure for ensuring smooth operational continuity of the e-Stamping system.
 - i) A PC or any desktop computer running Microsoft XP
 - ii) A dedicated Laser jet printer with exclusive technical specifications as given by Stock Holding.
 - iii) An Internet connection - broadband or a dedicated internet connection
 - iv) A 2 Dimensional Hand held Bar-code scanner (optional)
 - v) A UPS system [Un-interrupted Power Supply] as power back-up
9. Service Charges to be collected from the public strictly as per Govt Order & a receipt needs to be given to every customer.(Stamp duty amount Rs.1 to 100/- Service charge to be collected is Rs 10, Stamp duty amount of Rs 101/- to Rs5000/- Service charges is Rs 15/-. above Rs 5000/- no service charges to be collected) any counter found to be collecting excess service charge from the public will be liable for suspension.
10. Duly signed application forms are to be accepted. Users must verify all the information on the application form and cross-check/clarify the details with the client if in doubt.
11. ACCs are always required to click once on mouse for hyperlinks and buttons and not to use double click.

12. Close all pop-up Help windows after usage.
13. In case of receipt of time out messages due to no user interaction for a specific period of time. ACCs are required to logout and take fresh re-login in the application.
14. ACC users should always Logout of the application once the work is done. It is un-secure to just close the browser window since the session can still be on if another user is using the same computer.
15. ACC must have two users deployed in handling e-Stamping operation as it is safe to have at least two users having web admin user rights.
16. ACC users must take prints of all the reports which might be required for future use from time to time.
17. Database back up must be taken at least once a day.
18. Separate requisition form should be used for each transaction related to stamp duty payment.
19. Stamp paper must contain names of both the parties, except for Affidavit.
20. ACC user should always take a Preview of the e-Stamp specifically in case of high-value transactions and show it to the client for approval. Signature of the client also should be obtained on the preview as a mode of his approval.
21. Preview signature & the signature on the requisition form should preferably match.
22. User and Supervisor has to write the request no on the client requisition.
23. Supervisor/Authorised person has to sign with seal on the e-stamp certificate before handing over the same to the client.
24. User must use 80 GSM quality Bond Paper for printing e-stamp certificate.
25. No manual correction of details should be carried out on the e-stamp certificate after issuance.
26. In case of transfer of the users user ids will be deactivated and new requests have be made for new password.
27. ACC s operating on "Notional imprest' must remit the collected stamp duty by 11 AM of the next day of collection, to the designated account of Stock Holding.
28. ACC Users should always contact the CRA Admin in case of problems with e-Stamp generation or print.

29. ACC should always deliver the e-Stamp to the client within the prescribed time frame. E-Stamp certificate should be issued upfront in case of cash receipt from the citizen. For payment made in the form of cheques/demand drafts/ NEFT/RTGS/net banking e-Stamp certificate should be issued on receipt of clear funds.
30. Two separate dedicated computers are to be used for e-stamping (One system for User and one for Supervisor).
31. Only prescribed model printer are required to be used.
32. User must ensure PCP (Print Control Proxy) and Post script drivers are installed on e-stamping systems.
33. Test print should be taken every day morning before start of the operations.
34. If the Word “ COPY “ is getting highlighted , then kindly change the cartridge, service the printer and ensure the printer scanner is clean.
35. Always keep enough spare Toners and Papers in the centers.

DON'T's :

1. Do not connect the Printer and System to RAW power.
2. Please do not use refilled/refurbished/remanufactured or compatible Cartridges.
3. Please do not use the Economode options.
4. Please do not share your User Id and Password with anyone.
5. Logout from e-stamping website if the system is idle for long.
6. Please do not keep the Printer USB port under power saver mode.
7. e-Stamping printers are dedicated printers and should not be used for other regular print jobs.
8. ACCs must ensure that no 'Help Windows' are left open in the background.
9. ACC users should not press the BACK button of the browser. Instead they may use the hyperlinks to navigate from one page to the other .If the animation of the Internet Explorer icon on the top right hand corner of the browser is in motion, this indicates that the application is still processing, and the user must wait for the completion of the process before starting a new process.

10. Users should never close the applet print window while printing the e-Stamp.
11. The live system should not be used for user testing rather the CRA user team should be requested for separate test login ids.
12. ACC users should never verify certificate details requested by a third party without an e-Stamp. They may be directed to the website.
13. ACC users should never access the e-Stamping site from 'Favourites list' in the browser.
14. ACC users are advised not to write down their passwords in dairies or post it notes etc.
15. As a Privacy Policy ACC should never write down or reveal details about an e-Stamp generated for a client.
16. ACC should never generate & print an e-Stamp till the stamp duty paid by the citizen is credited in the account.
17. ACC users should not attempt to compute and provide stamp duty amount to the client.
18. ACC should not sublet the agency or outsource the contract to some other entity or allow franchisee establishments to run the ACC centers.

CIRCULERS :

Circular Related to Collection of Stamp duty through E-Mode.

	Stock Holding Corporation of India Ltd. <i>Stock Exchange Towers, No. 51, 1st Cross, J.C. Road, Bangalore - 560 027.</i>	Phone : 080(STD) 22995236 22995246 22995249 Fax : 22995211
	CIN : 1167190MH1986GO1040506	Date : 10-JAN-2017

Ms Shobha
 Nodal officer
 The Karnataka State Souharda Federal Co op Ltd
 Nirman Bhavan Dr Rajkumar Road
 1st Block Rajajinagar
 Bangalore-560010

Subject : Facility for collection of Stamp Duty through electronic modes.

Dear Sir,

Greetings !

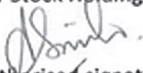
The collection of Stamp Duty through e-Stamping can be done through all major mediums of electronic payment.

In line with the Government of India's objective of moving towards cashless transactions, you are requested to provide facility to Citizens for payment of Stamp Duty through electronic modes also.

It is further requested that you encourage and guide citizens to use the electronic modes of payment and contribute to the development of cashless economy.

Thanking you,

For Stock Holding Corporation of India Limited


 Authorised signatory

Circular Related to Storage of documents.



Stock Holding Corporation of India Ltd.

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road,
Bangalore - 560 027.

CIN

Phone : 080(STD)
22995236
22995246
22995249
Fax : 22995211

Date : 05th October 2016. U67190MH1886GOI040505

Ms Shobha
Nodal officer
The Karnataka State Souharda Federal Co op Ltd
Nirman Bhavan Dr Rajkumar Road
1st Block Rajajinagar
Bangalore-560010

Dear Sir/Madam,

Sub : Storage of Documents

We would like to convey our sincere thanks for the continued support extended to our e-stamping services.

This is regarding storage of application forms submitted by citizens for issue of e-Stamp certificates. It is suggested to store these documents for a period of 3 years from the date of the document.

It is also suggested to store permanently the documents that are involved in any investigation by police/ CBI/ court/ statutory authorities.

We request you to circulate the same among all your centers.

Thanking you,

Yours faithfully,
For Stock Holding Corporation of India Limited

Authorised signatory.

Circular Related to Collection of Service charges.



STOCK HOLDING CORPORATION OF INDIA LTD.

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road,
Bangalore - 560 027.

Phone : 22995236
: 22995248
: 22995249
Fax : 080 - 22995211

Ref: KSSFCL/005/2010

28th Apr 2010

To,
Mr Narayana Hegde,
Managing Director
Karnataka State Souharda Federal
Co-operative Ltd
First Floor 132 K H Road
Bangalore-560 027

Dear Sir,

Sub : Regarding collection of service Charges

This has reference to the agreement signed between our Corporation & your Bank regarding estamping, Govt of Karnataka vide order no KAME97/MUNOMU 2009, allowed all the ACCs to collect service charges of Rs.10/- per certificate for stamp value upto Rs.100/- and Rs.15/- per certificate for the stamp value between Rs.101/- to Rs.5000/-.

In this context we would like to have confirmation from you that your Bank is issuing proper receipt for all the customers who are coming to buy stamp papers through your designated stamp counters.

Thanking you,

For Stock Holding Corporation of India Ltd


Sathish Krishna

Circular E-Mail from SHIL Related to New Printer

Dear Sir/Madam,

Greetings from Stock Holding Corporation !

Stock Holding in its commitment to quality and progression in e-stamping has added one more printer to e-stamping system

Samsung Laser Printer with Model No. M 3320 ND can also be used as an e-stamping compatible/certified printers along with the other certified models .

ACC can make use of this printer for Printing e-stamping certificates

ACC's have to ensure printer firmware version as V4.01.40 and Post Script (PS) printer driver version as 3.00-03-00:02 (dated 12-09-2015) is installed

for precise printing. Only Original (OEM - Original Equipment Manufactured) toners need to be used for High quality e-stamp print outs.

ACC's are advised to buy Good working condition printers and refurbished printers are not recommended. While printing e-stamping certificate toner level

shall not be in low toner condition. Printer has to be connected to the System (PC/Desktop) via USB port and not over the network.

Kindly revert for any clarifications. Assuring you of our best support always..

regards

Raghu C N

SHCIL, Karnataka Region Automation

Sample of Customer application form-1

* MANDATORY PLACE TO BE FILLED IN CAPITAL LETTER



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ.
 KARNATAKA STATE SOUHARDA FEDERAL CO-OPERATIVE LTD.
 ನಿರವಧಿ ಭವನ ಡಾ. ರಾಜ್‌ಕುಮಾರ್ ರಸ್ತೆ, 1ನೇ ಬ್ಲಾಕ್, ರಾಜಾಜಿನಗರ, ಬೆಂಗಳೂರು - 560010
 Toll/Fax : +080-23378375 - 23378380

ಇಲ್ಲಿಂದ
 ಇಲ್ಲಿಗೆ
 ←

Branch : SHRI SARASWATHI CREDIT SOUHARDA SAHAKARI LTD. YOUR ACC NAME
 ಇ-ಸ್ವಾಂಪಿಂಗ್ ಅರ್ಜಿ / E-Stamping Application Form

PLEASE FILL THE APPLICATION FORM IN BLOCK LETTERS

ACC ಮುದ್ರಾಂಕ ಕೇಂದ್ರ	Stamp Duty amount ಮುದ್ರಾಂಕ ಮರು	Service Charges/ಸೇವಾ ಮರು
ACC Id ಮುದ್ರಾಂಕ ಕೇಂದ್ರ ಸಂಖ್ಯೆ	₹ 1 to 100	₹ 10
Application Date ಅರ್ಜಿಯ ದಿನಾಂಕ * / / 20 DATE OF ISSUING	₹ 101 to 5000	₹ 15
Document Description ಪತ್ರದ ವಿವರಣೆ (Article) *	Above ₹ 5000	Nil
	Stamp Duty Amount ಮುದ್ರಾಂಕ ಮರು	ರೂ / ₹ *

ಅಸ್ತಿಯ ವಿವರ / Property Description (Not exceeding 100 Characters)

ಪರಿಶೀಲನೆ / Consideration of property ರೂ / ₹

1ನೇ ಪಕ್ಷಗಾರರ ವಿವರ / Details of First Party (Name Not exceeding 50 Characters)

ಹೆಸರು / Name *

ವಿಳಾಸ / Address

ದೂರವಾರ್ತೆ ಸಂಖ್ಯೆ / Phone

ಪಾನ್ / PAN

ಪಿನ್ / PIN

2ನೇ ಪಕ್ಷಗಾರರ ವಿವರ / Details of Second Party (Name Not exceeding 50 Characters)

ಹೆಸರು / Name *

ವಿಳಾಸ / Address

ದೂರವಾರ್ತೆ ಸಂಖ್ಯೆ / Phone

ಪಾನ್ / PAN

ಪಿನ್ / PIN

ಮುದ್ರಾಂಕ ಮರು ಪಾವತಿ ವಿವರ / Stamp Duty Payment Details

Stamp Duty Purchased by ಮುದ್ರಾಂಕ ಮರು ಪಾವತಿದಾರ

Stamp Duty Paid by (Tick) * 1ನೇ ಪಕ್ಷಗಾರರ 1st Party 2ನೇ ಪಕ್ಷಗಾರರ 2nd Party ಪಾವತಿದಾರನಿಂದ Type of Payment

ಕಾಶ Cash RTGS D.D. D.O. NEFT ಪಾವತಿ ಆದೇಶ ಸಂಖ್ಯೆ Pay-order ಖಾತೆ/ಖಾತೆಗೆ ವರ್ಗಾವಣೆ Account/Account Transfer

ಬ್ಯಾಂಕ್ / Bank	ಶಾಖೆ / Branch	D.O/PAY ORDER/RTGS No.	Cash Deposit ಸಂಖ್ಯೆ / Denomination	ರೂ / ₹
			1000 x	
			500 x	
			100 x	
			50 x	
			20 x	
			10 x	
			5 x	
			2 x	
			1 x	
Total/ಮೊತ್ತ				

(Rupees in Words) ರೂಪಾಯಿ (ಪದಗಳಲ್ಲಿ) *

The information given in this form is to the best of my knowledge and is correct, complete and truly stated. I have read and understood the instructions overleaf. I also acknowledge the receipt of stamp certificate.

Name of the Party / Representative / ಸ್ವೀಕಾರಿ ವ್ಯಕ್ತಿ

FOR OFFICE USE ONLY

Signature / ಅಧಿಕಾರದ ಸಹಿ & Signature

I verify that the Application Form is in order

To be filled by USER / ಸಿದ್ಧಪಡಿಸುವವರು

ADMIN / ನಿರೀಕ್ಷಕರ ಸಹಿ SUBIN NO.

Signature / ಸಹಿ

To be filled by SUPERVISOR / ಅಧಿಕಾರದವರು

Certificate Number IN CERTIFICATE NO.

Signature / ಅಧಿಕಾರದ ಸಹಿ

K55FCL E - Stamping ರಿಸಿಡ್ / RECEIPT (To be filled in by the client)

ಮುದ್ರಾಂಕ ಮರು ಪಾವತಿದಾರರ ಹೆಸರು / Stamp duty Payer Name

ಮುದ್ರಾಂಕ ಮರು ಮೊತ್ತ / Stamp duty Amount

ಮುದ್ರಾಂಕ ಮರು ಮೊತ್ತ / Stamp duty Amount

Type of Payment Cash RTGS D.D. NEFT 1ನೇ ಪಕ್ಷಗಾರರ 1st Party 2ನೇ ಪಕ್ಷಗಾರರ 2nd Party ಪಾವತಿ ಆದೇಶ Pay-order ಖಾತೆ/ಖಾತೆಗೆ ವರ್ಗಾವಣೆ Account/Account Transfer

ಡಿ.ಡಿ.ನ ಅಧಿಕಾರ ಸಂಖ್ಯೆ / D.D./Pay order No.

ಬ್ಯಾಂಕ್ ಶಾಖೆಯ ಹೆಸರು / Bank Branch Name

ಶ್ರೀ ಸರಸ್ವತಿ ಕ್ರೆಡಿಟ್ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿ. / Shri Saraswathi Credit Souharda Sahakari Ltd.

ಮುದ್ರಾಂಕ ಮರು / Counter Signature with Seal

ದಿನಾಂಕ / Date

1. Once the Stamp Certificate has been generated, Payment cannot be cancelled or refunded by K55FCL. For cancellation you need to get in touch with the computer Agency at the stamping Office by the State Government.

2. The correctness of article type and stamp duty amount cannot be confirmed of the stamping counter.

3. Cancellation charges are applicable as levied by the state Govt. treasury.

4. Stamp duty amount should be refunded off to the nearest treasury.

ಕೃಪೆ: ಈ ಸಂಖ್ಯೆ/ಕೆ.ಎಸ್.ಎಲ್.ಇ. ರಿಸಿಡ್ ಮೇಲೆ, ಡಿ.ಡಿ.ನ ಅಧಿಕಾರ ಸಂಖ್ಯೆ, ಮುದ್ರಾಂಕ ಮರು ಮೊತ್ತ ಮತ್ತು ಖಾತೆ/ಖಾತೆಗೆ ವರ್ಗಾವಣೆ ಸಂಖ್ಯೆಗಳನ್ನು ಸೂಚಿಸಿ.

Sample of Customer application form-2

ಅರ್ಜಿ ಭರ್ತಿ ಮಾಡಲು ಸೂಚನೆಗಳು

Guidelines for filling the application form

1. ಅರ್ಜಿಯಲ್ಲಿ ಕೇಳಿರುವ ಮಾಹಿತಿಯನ್ನು ಪರಿಶೀಲಿಸಿ ಭರ್ತಿ ಮಾಡಿ.
Fill up the details after going through all the information specified in the application form.
2. ಅವಶ್ಯಕತೆ ಇರುವಲ್ಲಿ (✓) ಟಿಕ್ ಮಾಡುವ ಮೂಲಕ ಭರ್ತಿ ಮಾಡಿ.
Wherever required please put a tick mark (✓)
3. ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ಡಿಡಿ/ಪೇ-ಆರ್ಡರ್ ನಗದಾದ ನಂತರವೇ ನೀಡಲಾಗುವುದು. ಡಿಡಿ. / ಪೇ-ಆರ್ಡರ್ ಶ್ರೀ ಸರಸ್ವತಿ ಕ್ರೆಡಿಟ್ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿಯಮಿತ ಹೆಸರಿಗೆ ಬರೆಯುವುದು / ತರುವುದು.
D.D. Payorder should be drawn in favour of Shri Saraswathi Credit Souharda Sahakari Ltd.
E-Stamp certificate will be issued only after the realisation of DD/Pay order.
4. ಹಣ ಮರುಪಾವತಿ ಪರವಾಗಿ ಸಂಬಂಧಪಟ್ಟ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳನ್ನು ಸಂಪರ್ಕಿಸಬೇಕು.
For cancellation of a E-Stamp certificate the client has to go to the District Register's office and obtain refund.
5. ಹಣ ಪಾವತಿದಾರರ ಪರವಾಗಿ ಇನ್ನೊಬ್ಬ ವ್ಯಕ್ತಿ ಇ-ಸ್ವಾಂಪಿಂಗ್ ಸರ್ಟಿಫಿಕೇಟ್ ಪಡೆಯಲು ಹಣ ಪಾವತಿದಾರರು ನೀಡಿದ ಸೂಕ್ತ ಪರವಾನಗಿ ಪತ್ರ ಹಾಜರುಪಡಿಸಬೇಕು.
If any other person is coming on behalf of the client, then he has to come with the authorization letter for collecting the E - Stamp Certificate.
6. ಶ್ರೀ ಸರಸ್ವತಿ ಕ್ರೆಡಿಟ್ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿಯಮಿತ ಇವರು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಪಾವತಿಸಬೇಕಾದ ಶುಲ್ಕವನ್ನು ನಿರ್ಧರಿಸುವ ಅಧಿಕಾರ ಹೊಂದಿರುವುದಿಲ್ಲ. ಪಕ್ಷಗಾರರು ಮುದ್ರಾಂಕ ಶುಲ್ಕದ ಮೊತ್ತವನ್ನು ತಾವೇ ನಿರ್ಧರಿಸುವುದು.
Shri Saraswathi Credit Souharda Sahakari Ltd. is not responsible for fixing the stamp duty charges, The stamp duty amount has to be calculated / confirm by the client only.
7. ಹಣ ಪಾವತಿಸಿಕೊಂಡು ಇ-ಸ್ವಾಂಪಿಂಗ್ ಮೂಲಕ ಒಮ್ಮೆ ನೀಡಲಾದ ಸರ್ಟಿಫಿಕೇಟ್‌ನ್ನು ರದ್ದುಪಡಿಸಲಾಗುವುದಿಲ್ಲ.
As per the E - Stamping procedure once the certificate is issued it cannot be cancelled by Shri Saraswathi Credit Souharda Sahakari Ltd.
8. ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಆದೇಶವಂತೆ ಸೇವಾ ಶುಲ್ಕ ಅನ್ವಯಿಸುತ್ತದೆ.
Service Charges applicable as per the Government Order. Client can obtain receipt towards the service charges from the counter.

Karnataka - Rule Based AUTO Calculation of SD Amount			
SR NO	ARTICLENO	ARTICLE_NAME	SAC_RULE_DESC
1	1(i)(a)	Acknowledge of a Debt - upto Rs.5000/-	Fixed Stamp Duty Amount of Rs. 2
2	2(B)	Administration Bond - In any other case	Fixed Stamp Duty Amount of Rs. 100
3	3	Adoption Deed	Fixed Stamp Duty Amount of Rs.1000
4	4	Affidavit	Fixed Stamp Duty Amount of Rs.100
5	1(i)(b)	Acknowledge of a Debt - more than 5000/-	Rs.2 + Rs.2 for every thousand or part thereof subject to maximum ofRs0.1000/-
6	1(ii)	Acknowledgement of Letter, Article, Package, Parcel	Re.1 for every Rs.100/- or part thereof of the amount charged therefore
7	5(a)	Sale of Bill Exchange	Re.1 for every Rs.10000/- or part thereof
8	5(b)	Purchase or Sale of Government Security	Re.1 for every Rs.10000/- or part thereof of the value of the securityatthe time of its purchase or sale
9	5(c)(i)	Sale or Purchase of Shares, Stocks Bonds, Debenture Stock or other marketable security between members of Stock Exchange	Re.1 for every Rs.10000/- or part thereof of the value of the securityatthe time of its purchase or sale as the case may be
10	5(c)(ii)	Agreement or its records or MOA - In any other case	Re.1 for every Rs.10000/- or part thereof or the value of the Securityatthe time of its purchase or sale as the case may be
11	5(e)(ii)	Agreement or its records or MOA - Sale of immovable property wherein part performance of the contract, possession of the contract, possession of the property is not delivered	50 paise for every Rs.100 or part thereof on the market value or consideration subject to minimum of Rs.500
12	5(g)(i)	Agreement or its records or MOA - Sale of moveable property, possession of the property is delivered	3% of the consideration or market value whichever is higher
13	5(g)(ii)	Agreement or its records or MOA - Sale of moveable property, possession of the property is not delivered	0.1% on the market value equal to the amount of Consideration subject maximum of Rs.20000/- but not less than Rs.500
14	5(i)	Agreement relating to contract between Depository Participant and Client for opening Demat A/c	Fixed Stamp Duty Amount of Rs. 50
15	5(i-a)	Agreement relating to Contract between Stock Broker or Sub Broker (agent) and client for Stock Market Operations	Fixed Stamp Duty Amount of Rs. 50

16	5(i-b)	Agreement relating to Advertisement or telecasting or broadcasting of programs	0.1% on the amount but not less than Rs.200
17	5(i-c)	Agreement relating to assignment or transfer of intellectual property rights, patent rights, copy rights or trade market rights	0.1% on the amount or consideration but not less than Rs.200
18	5(i-d)(i)	Agreement relating to building works or labour or services - Upto Rs.10 lakhs	Fixed Stamp Duty Amount of Rs. 500
19	5(i-d)(ii)	Agreement or its records or MOA - Agreement relating to building works or labour or services Above Rs.10 lakhs	Rs.500/- and in addition Rs.500 for every Rs.10 lakhs or part thereof in excess of Rs.10 lakhs subject to maximum of Rs.10 lakhs
20	5(i-e)(i)	Chit Agreement - Where the value of the chit does not exceed Rs.1 lakh	Fixed Stamp Duty Amount of Rs.500
21	5(i-e)(ii)	Chit Agreement - Where the value of the chit exceeds Rs.1 lakh	Rs.500 plus Rs.100 for every 1 lakh rupees or part thereof,exceeding 1lakh
22	5(J)	Agreement (in any other cases)	Fixed Stamp Duty Amount of Rs.500
23	6(1)(i)	Agreement relating to DTD - Loan amount does not exceed Rs.10 lakhs	0.5% on the loan or debt amount subject to a minimum of Rs.500
24	6(1)(ii)	Agreement relating to DTD - Loan amount exceeding Rs.10 lakhs	0.5% on the loan or debt amount
25	6(2)(i)	Pawn or Pledge of Movable Property - Loan amount above Rs.1 lakh and upto Rs.10 lakh	0.5% on the loan or debt amount
26	6(2)(ii)	Pawn or Pledge of Movable Property - Loan amount above Rs.10 lakhs	0.5% on the loan or debt amount
27	7	Appointment in execution of a power	Fixed Stamp Duty Amount of Rs. 1000
28	8(a)	Appraisalment or Valuation - Upto Rs.1000	2% on Consideration price subject to minimum Rs.100/-
29	8(b)	Appraisalment or Valuation - In any other case	Fixed Stamp Duty Amount of Rs.200
30	9	Apprenticeship Deed	Fixed Stamp Duty Amount of Rs. 100
31	10	Articles of Association of a Company	Rs.5000 for every Rs.10 lakhs or part thereof subject or maximum of1 Crore
32	12(a)	Bond - Amount secured does not exceed Rs.1000	Rs.2 for every Rs.100 or part thereof subject to minimum ofRs.100
33	12(b)	Bond - Amount exceeding Rs.1000	Rs.2 for every Rs.100 or part thereof subject to minimum ofRs.100
34	13	Bottomry Bond	2% on consideration price subject to minimum of Rs.100
35	15(a)	Certificate of Sale - Purchase money does not exceed Rs.10	Fixed Stamp Duty Amount of Rs. 1
36	15(b)	Certificate of Sale - Purchase money does not exceed Rs.25	Fixed Stamp Duty Amount of Rs.2
37	15(c)	Certificate of Sale - In any other case	5% for market value equal to the amount of purchase money

38	16	Certificate evidencing right or title of the holder thereof, or any other person, either to any share, scrip or stock in or of any incorporated company	0.1% of the value of the share, scrip or stock
39	17	Certificate of Enrolment as Advocate	Fixed Stamp Duty Amount of Rs.2000
40	18	Charter Party	Fixed Stamp Duty Amount of Rs. 100
41	19	Composition Deed	Fixed Stamp Duty Amount of Rs.500
42	21	Copy of Extract	Fixed Stamp Duty Amount of Rs.50
43	22	Counter part or Duplicate	Fixed Stamp Duty Amount of Rs.1000
44	23	Customs Bond or Excise Bond Art 23(b)	Fixed Stamp Duty Amount of Rs. 100
45	24	Delivery order in respect of Goods	0.1% on the consideration price
46	25	Divorce	Fixed Stamp Duty Amount of Rs.500
47	27(b)(iii)	Further charges Hypothecation of Movable property loan upto 10 Lakhs 34(d)(i)	0.5% on the consideration price
48	27(b)(iii)	Further charges Loan exceeding 10 Lakhs 34(d)(ii)	0.5% subject to maximum of 10 lakhs
49	29	Indemnity Bond (As per Article 47)	2% on the consideration price subject to maximum of Rs.500
50	30(1)(i)	Lease of Immovable Property - Not exceeding 1 year in case of Residential property	0.5% on average annual rent fine premium subject to maximum of Rs.500
51	30(1)(ii)	Lease of Immovable Property - Not exceeding 1 year in case of commercial industrial property	0.5% on AAR, fine, premium, advance
52	30(2)	Lease of Movable Property - Lease of movable property rent fixed, no premium 30(2)(a)(i) upto 10 years	1% on consideration price subject to maximum of 2 lakh rupees
53	30(2)(a)(ii)	Lease of Movable Property - Above 10 years	1.5% on consideration price subject to maximum of 2 lakh rupees
54	30(2)(b)	Lease of Movable Property - Lease granted for fine or premium but no rent	1.5% on amount or fine or premium subject to maximum of 2 lakh rupees
55	30(2)(c)	Lease of Movable Property - Lease for fine premium and also rent	1.5% on consideration price subject to maximum of 2 lakh rupees
56	31	Letter of Allotment	Fixed Stamp Duty Amount of Rs.10
57	32-A (i)	Letter of License - Not more than 1 year in case of residential property	0.5% on the total amount or value of average annual rent, premium, fine, money advance subjected to maximum of Rs.500
58	32-A(ii)	Letter of License - Not more than 1 year in case of commercial industrial property	0.5% on the total amount or value of average annual rent, premium, fine, money advance subjected to minimum of Rs.50
59	32-A(iii)	Letter of License - 1 year to 10 year	1% on the Consideration price
60	32-A(iv)	Letter of License - 10 year to 20 year	2% on the Consideration price

61	32-A(v)	Letter of License - 20 to 30 year	3% on the Consideration price
62	33	Memorandum of Association of a company	Fixed Stamp Duty Amount of Rs.5000
63	34(d)(i)	Mortgage Deed - Hypothecation of movable property loan upto Rs.10 lakh	Rs.50 for every Rs.10,000 or part thereof
64	34(d)(ii)	Mortgage Deed - loan exceeding 10 lakhs	Rs.50 for every Rs.10,000 or part thereof
65	37(a)	Note or memorandum of record sent by broker to his principal intimating the purchase or sale through stock exchange of any goods or commodities	0.003% on value of goods or commodities
66	37(b)	Note or memorandum of record sent by broker to his principal intimating the purchase or sale through stock exchange of any share, scrip, stock, bond, debenture (other than Government Security)	0.003% on value of goods or commodities
67	37(c)	Note or memorandum of record sent by broker to his principal intimating the purchase or sale through stock exchange of a Government Securities	0.003% on value of goods or commodities
68	37(d)	Note or memorandum of record sent by broker to his principal intimating the purchase or sale through stock exchange other Securities	0.003% on value of goods or commodities
69	37(e)	Note or memorandum of record sent by broker to his principal intimating the purchase or sale through stock exchange of futures and options trading of securities	0.003% on value of goods or commodities
70	37(f)	Note or memorandum of record sent by broker to his principal intimating the purchase or sale through stock exchange of forward contracts commodities	0.003% on value of goods or commodities
71	38	Note of Protest by the Master of a ship	Fixed Stamp Duty Amount of Rs. 50
72	39(a)(1)	Partition - Non Agricultural property in BBMP, UDA, BMRDA, Municipal Councils or Town Panchayats	Rs.5000 for each share.
73	39(a)(2)	Partition - Other Areas	Rs.3000 for each share.
74	39(b)	Partition - Agricultural Land	Rs.1000 for each share.
75	39(c)	Partition - Movable Property	Rs.1000 for each share.
76	39(d)	Partition - Combination of all above	Rs.5000 for each share.
77	40 (A)	Partnership - Constitution of Partnership	Fixed Stamp Duty Amount of Rs. 2000
78	40(B)(b)	Partnership - Reconstitution	Fixed Stamp Duty Amount of Rs.2000

79	40(C)	Partnership - Dissolution	5% on a market value or consideration price
80	40A(a)	Limited Liability Partnership - Capital Upto Rs.10 lakhs	Fixed Stamp Duty Amount of Rs.5000
81	40A(b)	Limited Liability Partnership - Capital more than Rs.10 lakhs	Rs.5000 plus Rs.1000 for every Rs.5 lakhs or part thereof,exceedingRs0.10 lakhs capital amount, subject to a maximum of Rs.25 lakhs
82	40B	Limited Liability Partnership - Reconstruction or Amalgamation	5% on consideration or market value of the property whichever is higher
83	41(d)	Power of Attorney - authorizing more than 5 to 10 persons to act jointly in more than one transaction or generally	Fixed Stamp Duty Amount of Rs.1000
84	41(e)	Power of Attorney - Authorizing to sell property	5% on market value of property
85	41(eb)	Power of Attorney - when sale power given to other than family members	5% on market value of property
86	41(f)	Power of Attorney - when given for trading operation	Fixed Stamp Duty Amount of Rs.100
87	41(g)	Power of Attorney - when given for depository participant	Fixed Stamp Duty Amount of Rs.100
88	41(h)	Power of Attorney - in any other case	Fixed Stamp Duty Amount of Rs.500
89	42	Protest of Bill / Note	Fixed Stamp Duty Amount of Rs. 10
90	43	Protest by the Master of a Ship	Fixed Stamp Duty Amount of Rs. 50
91	44	Re-Conveyance of mortgaged property	Fixed Stamp Duty Amount of Rs.200
92	12(a)	Respondentia Bond - Amount Secured does not exceed Rs.1000	Rs.2 for every Rs.100 or part thereof subject to minimum ofRs.100
93	12(b)	Respondentia Bond - Amount exceeding Rs.1000	Rs.2 for every Rs.100 or part thereof subject to minimum ofRs.100
94	47	Security Bond or Mortgage Deed	Fixed Stamp Duty Amount of Rs.500
95	49	Share Warrants	One and half times the duty payable on conveyance, 7.5% onconsiderationprice
96	50	Shipping	Fixed Stamp Duty Amount of Rs. 2
97	51	Surrender of Lease (Art 40b)	Fixed Stamp Duty Amount of Rs.200
98	52(a)	Transfer of debentures	0.5% on consideration subject to maximum of Rs.1000
99	52(b)	Transfer any interest secured by bond or policy of insurance	Fixed Stamp Duty Amount of Rs.200
100	53A	Transfer of License	5% on Market Value
101	54(i)	Trust made for public religious and charitable purpose	Fixed Stamp Duty Amount of Rs.2000
102	54(ii)	Trust made for management and custody of property where there is no transfer / disposition of property	Fixed Stamp Duty Amount of Rs.2000
103	55	Warrants of Goods	Fixed Stamp Duty Amount of Rs. 50

104	2(a)	Administration Bond - Upto Rs.1000/-	2% on consideration price subject to minimum of Rs.100
105	41(a)	Power of Attorney - for admitting executing of document	Fixed Stamp Duty Amount of Rs.500
106	20(5)(i)	Conveyance - Industrial machinery treated as movable	3% on market value or consideration
107	41(b)	Power of Attorney - for authorising one or more person to act in a single transaction	Fixed Stamp Duty Amount of Rs.500
108	41(c)	Power of Attorney - for authorising more than 5 person to act jointly	Fixed Stamp Duty Amount of Rs.500
109	52(c)	Transfer - property under section 25 of administrator generals act 1963.	Fixed Stamp Duty Amount of Rs.200
110	18A(1)	Purchase or Sale of Government Securities - 5(b)	Re.1 for every Rs.10000/- or part thereof of the value of the security at the time of its purchase or sale, as the case may be, subject to maximum of Rs.1000/-
111	18A(1)	Purchase or Sale of Government Securities - 37(c)	0.3% on the Consideration price
112	18A(2)	Securities of incorporated company of other body corporate submitted to clearing house office stock exchange recognized under the Securities Contract (regulation) Act, 1956. - 5(c)(i)	Re.1 for every Rs.10000/- or part thereof of the value of the security at the time of its purchase or sale as the case may be
113	18A(2)	Securities of incorporated company of other body corporate submitted to clearing house office stock exchange recognized under the Securities Contract (regulation) Act, 1956. - 37(b)	0.3% on the Consideration price
114	18A(3)	Securities of incorporated company or other body corporate submitted to clearing house office stock exchange not recognized under the securities contract (regulation) Act, 1956. - 5(c)(i)	Re.1 for every Rs.10000/- or part thereof of the value of the security at the time of its purchase or sale as the case may be
115	18A(3)	Securities of incorporated company or other body corporate submitted to clearing house office stock exchange not recognized under the securities contract (regulation) Act, 1956. - 37(b)	0.3% on the Consideration price
116	40(C)(b)	Partnership - Dissolution - Immovable properties	Fixed Stamp Duty Amount of Rs.2000
117	32	Letter of licence	Fixed Stamp Duty Amount of Rs. 100
118	56(i)	Bank Guarantee - If related to paper bank guarantee	Fixed Stamp Duty Amount of Rs. 300
119	56(ii)	Bank Guarantee - If relating to e-bank guarantee	Fixed Stamp Duty Amount of Rs. 200