

OFFICE OF THE DIVISIONAL COMMISSIONER, DELHI
STAMP & REGN. BR., R. NO. 204, 'B' BLOCK
5-SHAM NATH MARG, DELHI.

No.F. 1/e-Stamp/refund/Div.com./ 11

17714

Dated: 04 OCT 2011

ORDER

In order to facilitate the general public residing in National Capital Territory of Delhi it has been decided to decentralize the work relating to allowing of refund of e-stamps under the provisions of the Indian Stamp Act, 1899. All the Sub Divisional Magistrates who are Collector of Stamps of their respective sub Division are competent to allow the refund of e-stamp alike refund of physical non judicial stamp paper and judicial stamp paper in respect of the applicants residing in their respective jurisdiction.

Therefore all the Collector of Stamps are directed to deal with the refund applications of e-Stamps of the denomination of up to **Rupees One Lac w.e.f. 16.10.2011**, as per below mentioned Guidelines:-

GUIDELINES FOR COLLECTOR OF STAMPS FOR ALLOWING REFUND OF e-STAMP.

- 1 Applicant shall submit application for the refund of e-stamp/NJSP/Court Fees in the prescribed proforma, along with affidavit, Indemnity Bond, Application-Cum-Bill for Refund of Deposit, ID Proof and Residence Proof, Specimen of the same are available on the web site of Revenue Department (Download Form) <http://www.delhi.gov.in/wps/wcm/connect/DolTRevnue/revenue/home/>
- 2 In the case refund is for more than Rs.5,000/- applicant is required to affixed a Revenue Stamp of Rs. 1/- and make his signature over the same.
- 3 First of all Collector of Stamps shall obtain USER ID and Pass word from Stock Holding Corporation of India Ltd.
- 4 Open the site of SHCIL by using user id and pass word.
- 5 Generate status report from the web site of Stock Holding Corporation of India Ltd. and keep it in the file of Refund Application submitted by the applicant.
- 6 Cancel the e-stamp on the web site of Stock Holding Corporation of India Ltd., and generate two copies of report thereof.
- 7 Enclose one cancellation report with the refund voucher to be issued to applicant.
- 8 Kindly note that the refund voucher without cancellation report shall not be entertained by the P.A.O. VI, Tis Hazari, Delhi.

The above orders may be complied with utmost caution and any deviation shall be viewed seriously.

This issue with the approval of Chief Secretary, Delhi vides U.O. No. 3786 dated 23rd September, 2011.

No.F. 1/e-Stamp/refund/Div.com./ 11

17714

R.K.Misra
(R.K.Misra)
Special Inspector General (Registration)

Dated:

04 OCT 2011

Copy forwarded for information and necessary action to:-

1. Chief Secretary, Govt. of NCT of Delhi, Delhi Sectt., New Delhi.
2. Principal Secretary (Finance), Finance Department, GNCT of Delhi.
3. Secretary (Revenue), Revenue Department, GNCT of Delhi.
4. All Deputy Commissioners (Revenue), Delhi/New Delhi.
5. Addl. Secretary (Revenue), Revenue Department, GNCT of Delhi.
6. All A.D.Ms, Delhi/New Delhi.
7. All Collector of Stamps Delhi/New Delhi.
8. Pay & Accounts Office No. 6, Tis Hazari, Delhi with the request to verify that cancellation certificate generated from the web site of SHCIL is enclosed with the refund order issued by Collector of Stamp.
9. M/s Stock Holding Corporation of India Limited, 2nd Floor, 3, Vardhman Trade Centre, DDA Complex, Nehru Place, New Delhi-110019 with the request to organize a workshop to familiarize the Collector of Stamps regarding generation of status report and cancellation of e-stamp and generation report thereof.
10. System Analyst, Revenue Department, Delhi with the request to upload it on the web site of Revenue Department, Delhi.
11. Guard File.

R.K.Misra
(R.K.Misra)
Special Inspector General (Registration)