

15. **Citizen Charter:** pertaining to Directorate of Accounts, Porvorim Goa is enclosed in PDF format.

16. **Citizen Services (Online Services):** Estamping

B(II) E-Stamping Services

The District Treasury Office/Sub-Treasury office provides service for issuance of E-Stamp Certificates for non-Judicial stamp duty Payment. Non Judicial stamp duty amounting above Rs.9999/- it is to be compulsory to issued on E-stamp Certificates.

1. Service Provided

- Issuance of E-Stamp Certificates for non-judicial stamp duty payment. It is compulsory to issue E-Stamp Certificates for amounts of ₹10,000 and above.

2. Where to Avail This Service

- You can obtain E-Stamp certificates at any District Treasury Office or Sub-Treasury Office, which act as Government Authorised Collection Centers (GACCs) for any amount or Private authorized Collection Centers(PACCs) for Stamp Certificates below Rs.10 Lakhs

3. How to Obtain an E-Stamp Certificate

• Step 1: Get the Application Form

- Download the official application form from the Stock Holding Corporation of India Ltd (SHCIL) website: <https://www.shcilestamp.com/download.html>.

• Step 2: Prepare Your Documents

- Fill out the application form completely.
- Attach the required documents (listed in Section 4).

• Step 3: Visit the Collection Center

- Submit your completed form and documents at the designated counter.
- Pay the required fees.

• Step 4: Verify Your Details

- An operator will enter your information into the system. You will be asked to review and confirm that all details are accurate.

• Step 5: Receive Your E-Stamp Certificate

- Once you verify the details, the supervisor will approve and issue your E-Stamp Certificate immediately.

4. Documents Required

- Completed Application Form.
- Copy of the applicant's PAN Card.
- E-Challan for the required stamp paper value.
- In case of a representative to the applicant the authorization letter should be provided with signature duly attested of the representative for verification or print preview of E-Stamp Certificate and Collection of E-Stamp Certificate.

5. Applicable Fees

- A service fee of ₹15 will be charged for each E-Stamp Certificate issued and payment.

6. Service Delivery Timeframe

- The E-Stamp Certificate will be issued on the **same day**, immediately following the successful submission, verification of your application and receipt of payment.

7. Mode of Payment

- Payment can be made offline in the respective treasury/SubTreasury nominated agency Bank
- Payment can be made online through SBI MOPS or SBI EPAY Payment gateway integrated with e-challan

8. Your Responsibilities as a Citizen

- Please ensure all information provided in the application form is accurate and matches your documents.
- Carefully verify the details as per draft provided before the final certificate is printed.
- Ensure you have all the necessary documents with you when you visit the center.
- Ensure that the E-Challan is paid for the full value of the E-Stamp Certificate.