

AUTOMATION OF STAMP PAPER
e-Stamping
A PROJECT OF BOARD OF REVENUE
& PUNJAB INFORMATION TECHNOLOGY BOARD

BOR Portal

User Guide (Administrator)



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Purpose

The purpose of this document is to guide BOR admin, Finance admin and e-Stamping team, who has the rights to access application reports, cancellation and un-verification of registered stamp papers. This user manual will help stepwise to how to generate reports and other features of this portal.

Following are three roles for BOR reports access:

- a) **BOR Admin**
BOR admin have full access of reports and the cancellation or un-verification of registered document.
- b) **Finance Admin**
Finance admin have full access of all reports of BOR portal.
- c) **e-Stamping Team**
e-Stamping team can only view “Stamp Issuance Summary Report”.

BOR Portal

1 Login Screen

At first step, authorized users will login to this system through a link provided by administrator. Login screen will appear as shown below:

The screenshot shows the login interface for the e-Stamping system. At the top, there is a green banner with the logo and text: "e-Stamping AUTOMATION OF STAMP PAPERS A PROJECT OF BOARD OF REVENUE A PUNJAB INFORMATION TECHNOLOGY BOARD". Below this, the page title is "Log In". The main content area is divided into two sections. On the left, there is a "Welcome to e-Stamping" message from the Government of Punjab, explaining the system's purpose and how it works. On the right, there is a "Use your account to log in." form. The form has two input fields: "User Name" with the value "eStampBORAdmin" and "Password" with masked characters "*****". A green "LOG IN" button is positioned below the password field. Red boxes with numbers 1 and 2 are overlaid on the User Name and Password fields respectively, indicating the steps for entering credentials.

Figure 1: Login

1. Enter **User Name**.
2. Enter **Password**.

Click on **Log In** button to enter into system.

2 Welcome Page

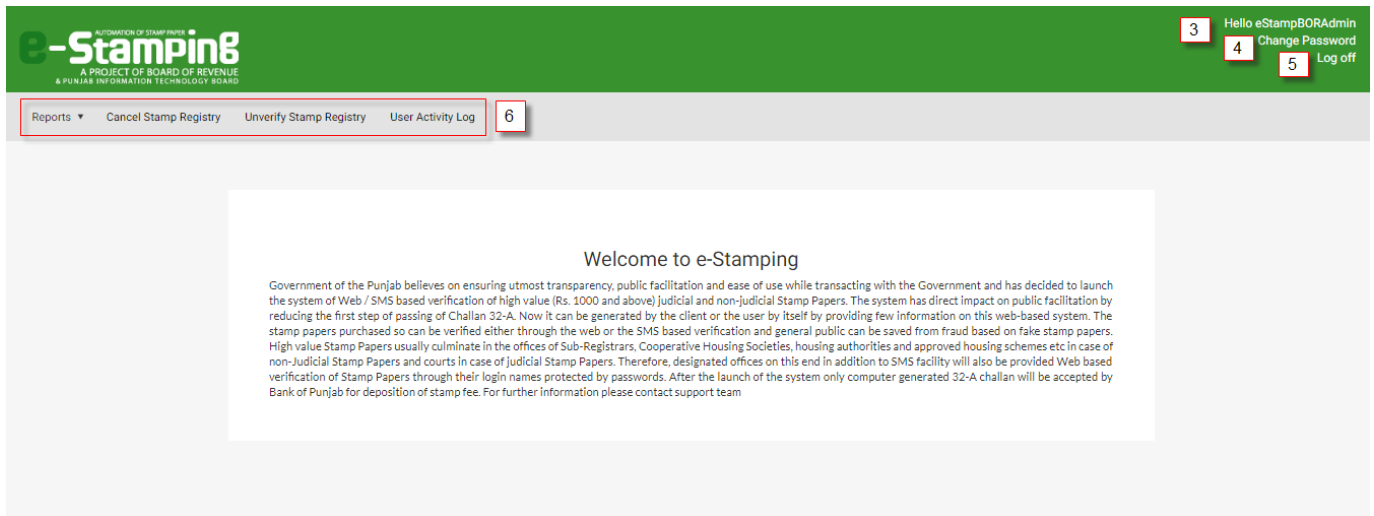


Figure 2: Welcome Page

3. After successfully login to system, **Username** will be displayed on top right corner.
4. If user wants to change the password, click on **Change Password**.
5. To signing out from the application, click on **Log Off**.
6. Four main features for BOR Admin user will be displayed on main screen:
 - a) Reports
 - b) Cancel Stamp Registry
 - c) Un-verify Stamp Registry
 - d) User Activity Log

3 Reports

Currently there are eight (08) type of reports for BOR portal. Following are:

- a) Stamp Issuance Summary Report
- b) Stamp Verification Charts/Reports
- c) Stamp Cancellation and Un-Verification Report
- d) Division Wise Summary Report
- e) Deed Wise Stamp Report
- f) Bank Branch Summary Report
- g) Bank Stamp Issuance Report
- h) Account Head Wise Stamp Report

3.1 Stamp Paper Issuance Report

Stamp Paper Issuance Report

Select Date Range

7 Start Date: 1/31/2018

End Date: 1/31/2018

8 Division: Lahore

District: Lahore

9 GET REPORT

Export to PDF 10

STAMP ISSUANCE SUMMARY REPORT				
Start Date	End Date	Division	District	Report Generated By
1/31/2018	1/31/2018	Lahore	Lahore	eStampBORAdmin
Total Challan Generated		3000		
Total Challan Generated Amount		Rs.79,471,193		
Total Challan (not expired)		1		
Total Challan (not expired) Amount		Rs.279,000		
Total Challan Paid		2936		
Total CVT, Reg and Comparison Fee Count		754		
Total e-Stamp Issued		2182		
Judicial		328		
Non Judicial		1854		
Total Challan Paid Amount		Rs.65,243,834		
Total Stamp Duty Amount		Rs.62,043,132		
Total CVT Amount		Rs.2,473,564		
Total Registration Fee Amount		Rs.189,798		
Total Deficient Stamp Duty Amount		Rs.360,610		
Total Penalty Amount		Rs.20,906		
Total Comparison Fee Amount		Rs.155,824		
Total e-Stamp Verified		638		
Total e-Stamp Cancelled		10		
Total Refunded Transactions		5		
Total Refunded Transactions Amount		Rs.689,309		

Figure 3: Stamp Paper Issuance Report

7. Select **Date Range** i.e. start date and end date.
8. User can select **Division** and **District** (if required). If these fields are not selected than by default system will generate report for all divisions and districts.
9. Click on **Get Report** button.
10. For PDF document click on **Export to PDF**.

3.2 Stamp Verification Charts/Reports

a) Division Wise Summary

Stamp Verification Charts/Reports

Stamp Verification Charts/Reports

11 Select Report Type

Division Wise Summary

District Wise Summary

12 Select Filters

CONVEYANCE - 23(a)

Lahore

Apply Date Filters **13**

Start Date: 5/26/2016

End Date: 9/12/2018

14 GET REPORT

Division	% of e-Stamps Verified
Lahore	62

Export to PDF
Export to Excel

Division Wise Stamp Verification Report For CONVEYANCE - 23(a)

Start Date	End Date	Division
5/26/2016	9/12/2018	Lahore

Division	No of e-Stamps Issued	No of e-Stamps Verified	% of e-Stamps Verified
Lahore	405,136	250,328	62

Figure 4: Division Wise Summary

- 11.** For Division Wise Summary select **Division Wise Summary** option.
- 12.** User can select **Division and Deed** (if required). If these fields are not selected than by default system will generate report for all divisions and deeds.
- 13.** User can **Apply Date filters** (if required).
- 14.** Click on **Get Report** button.

b) District Wise Summary

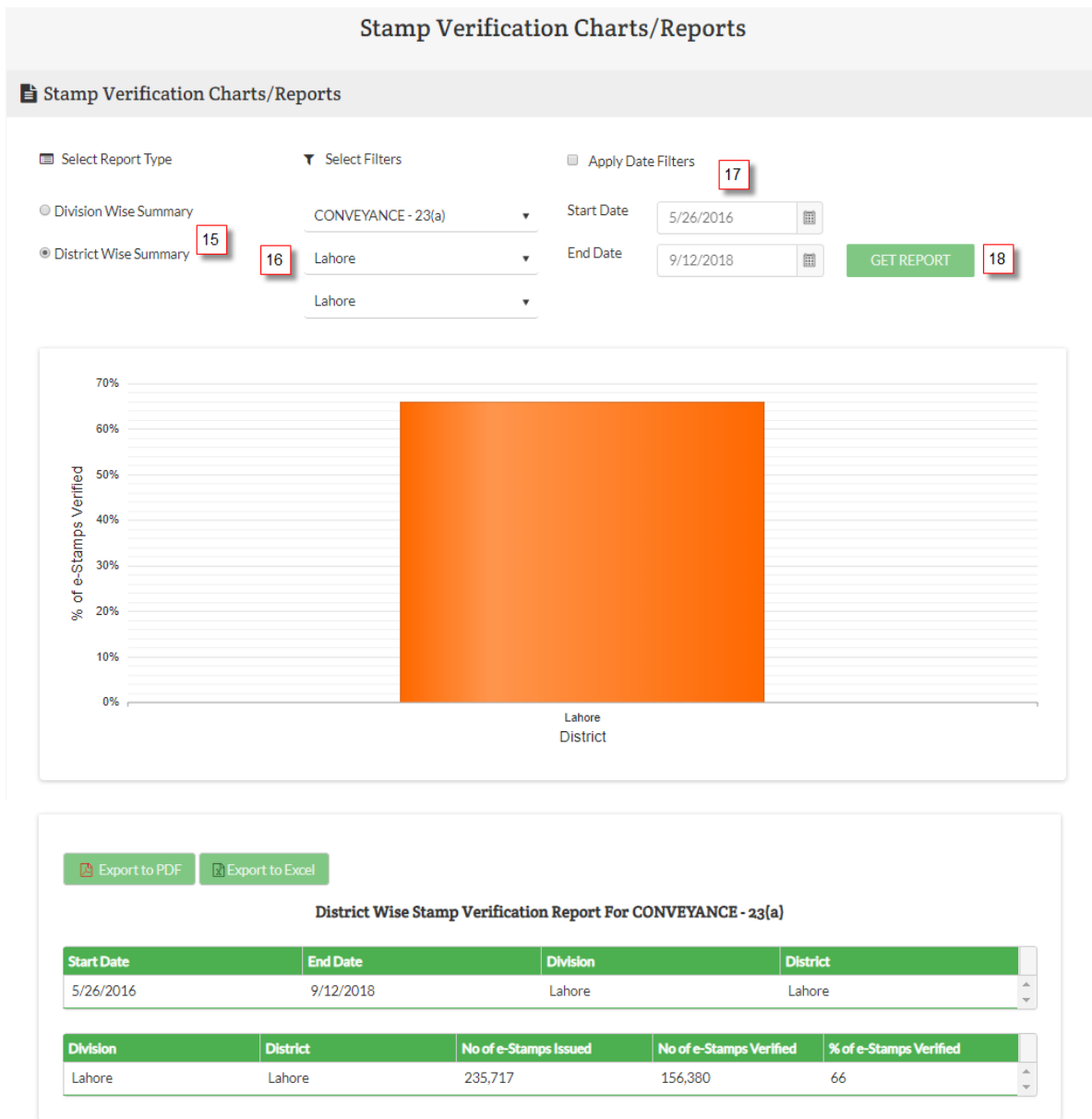


Figure 5: District Wise Summary

15. For District Wise Summary select **District Wise Summary** option.
16. User can select **Division, District and Deed** (if required). If these fields are not selected than by default system will generate report for all divisions, districts and deeds.
17. User can **Apply Date filters** (if required).
18. Click on **Get Report** button.

3.3 Stamp Cancellation & Un-Verification Report

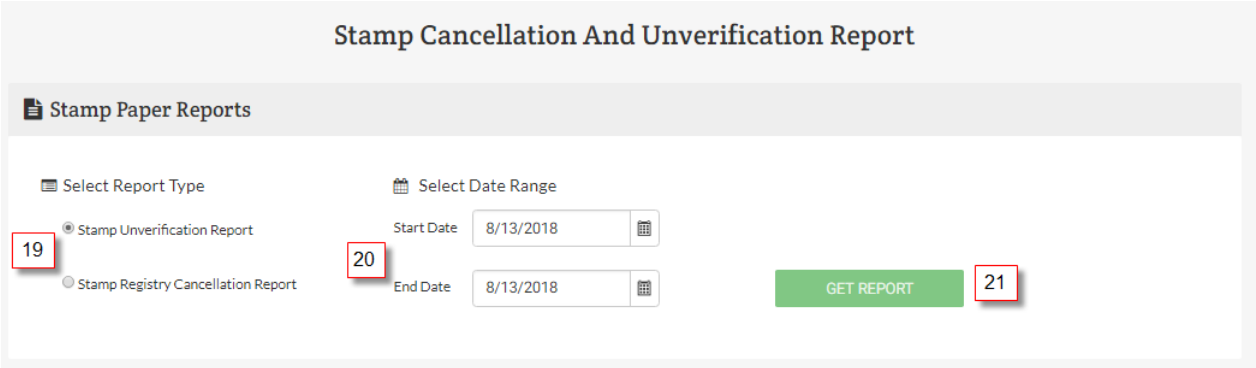


Figure 6: Stamp Cancellation & Un-Verification Report

- 19. According to the requirement user can select **Stamp Un-verification report** and **Stamp Registry Cancellation Report**.
- 20. Select **Date Range** i.e. start date and end date.
- 21. Click on **Get Report** button.

3.4 Division Wise Summary Report

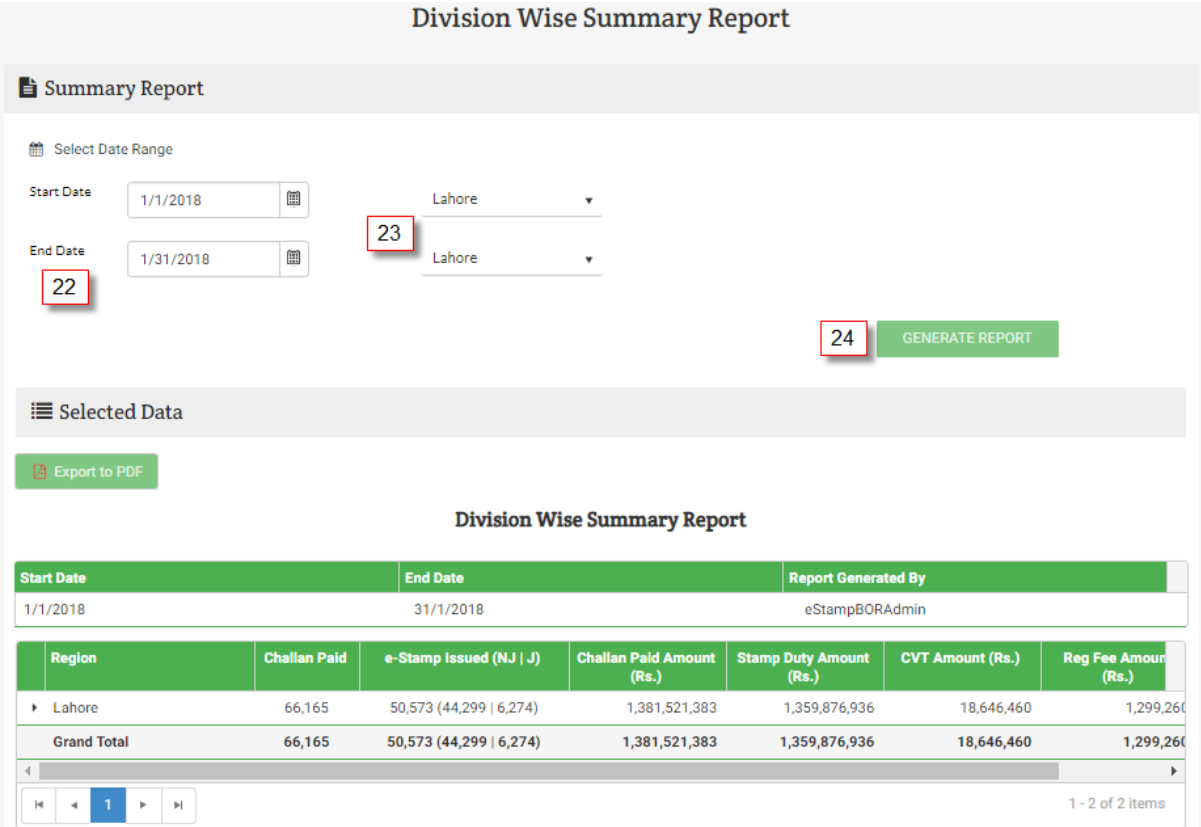


Figure 7: Division Wise Summary Report

- 22. Select **Date Range** i.e. start date and end date.

23. User can select **Division** and **District** (if required). If these fields are not selected than by default system will generate report for all divisions and districts.
24. Click on **Generate Report** button.

3.5 Deed Wise Stamp Report

Deed Wise Stamp Report

Stamp Report

25 Start Date

26 Division ▼

27 Tehsil ▼

End Date

District ▼

Deed Name ▼

28

Selected Data

Deed Wise Stamp Report

Start Date	End Date	Division	District	Tehsil	Deed	Report Generated By	Total Amount Paid (Rs.)	Total Challan Count
9/12/2018	9/12/2018	Lahore	Lahore	City	CONVEYANCE - 23(a)	bilalkh.BORadmin	6,981,172	217

Sr No.	Division	District	Tehsil	Deed	Challan Count	Amount Paid (Rs.)
1	Lahore	Lahore	City	CONVEYANCE - 23(a)	217	6,981,172

Figure 8: Deed Wise Stamp Report

25. Select **Date Range** i.e. start date and end date.
26. User can select **Division** and **District** (if required). If these fields are not selected than by default system will generate report for all divisions and districts.
27. Select **Tehsil** and **Deed Name** (if required). If these fields are not selected than by default system will generate report for all tehsils and deed names.
28. Click on **Generate Report** button.

3.6 Bank Branch Summary Report

Bank Branch Summary Report

Bank Branch Summary Report

Select Date Range

Start Date:

End Date:

District: ▼

Division: ▼

Selected Data

Bank Branch Summary Report

Start Date	End Date	District	Division
1/1/2018	1/31/2018	Lahore	Lahore

Branch	Total Challan Paid	Total e-Stamp Issued	Total Challan paid Amount(Rs.)	Total Stamp Duty Amount(Rs.)	Total CVT Amount(Rs.)	Total Registration Fee Amount(Rs.)	Total Deficient Stamp Duty Amount(Rs.)	Total Penalty Amount(Rs.)	Total Comparison Fee Amount(Rs.)
Grand Total	66165	50573	1,381,521,383	1,342,005,745	18,646,460	1,299,260	17,140,395	730,796	1,698,727

Figure 9: Bank Branch Summary Report

29. Select **Date Range** i.e. select start and end date.
30. User can select **Division** and **District** (if required). If these fields are not selected than by default system will generate report for all divisions and districts.
31. Click on **Get Report** button.

3.7 Bank Stamp Issuance Report

a) Bank Stamp Issuance Report

32

33

34

35

Selected Data

Export to PDF Export to Excel

Bank Stamp Issuance Report

Start Date	End Date	Bank Name	Total Stamp Amount
1/1/2018	1/31/2018	BOP	4,510,913,223

Figure 10: Bank Stamp Issuance Report

- 32. Select **Report Type** Bank Stamp Issuance Report.
- 33. Select **Date Range** i.e. start date and end date.
- 34. Select **Bank Name**.
- 35. Click on **Get Report** button.

b) Branch Stamp Issuance Report/Bank Stamp Reprint Report

Reports

Bank Stamp Issuance Report

36 Select Report Type

Bank Stamp Issuance Report

Branch Stamp Issuance Report

Bank Stamp Reprint Report

37 Select Date Range

Start Date:

End Date:

38 Bank/Branch Selection

Bank of Punjab

39 ASTP

41

Selected Data

Branch Stamp Issuance Report

Start Date	End Date	Branch	Total Stamp Amount
1/1/2018	1/31/2018	ASTP	14,513,169

Figure 11: Branch Stamp Issuance Report / Bank Stamp Reprint Report

- 36.** Select **Report Type** Branch Stamp Issuance Report or Bank Stamp Reprint Report.
- 37.** Select **Date Range** i.e. start date and end date.
- 38.** Select **Bank Name**.
- 39.** Select bank **Branch Name**.
- 40.** User can select **Division** and **District** (if required). If these fields are not selected than by default system will generate report for all divisions and districts.
- 41.** Click on **Get Report** button.

3.8 Account Head Wise Stamp Report

Account Head Wise Stamp Report

Stamp Report

42 Start Date:

43 Division:

44 Tehsil:

End Date:

District:

Duty Account Head:

45 GENERATE REPORT

Selected Data

Export to PDF
Export to Excel

Account Head Wise Stamp Report

Start Date	End Date	Division	District	Tehsil	Account Head	Report Generated By	Total Amount Paid (Rs.)
17/1/2018	10/2/2018	Lahore	Lahore	Lahore Cantt	B02734	eStampBORAdmin	32,500

Sr No.	Divison	District	Tehsil	Account Head	Amount Paid (Rs.)
1	Lahore	Lahore	Lahore Cantt	B02734	32,500

1

1 - 1 of 1 items

Figure 12: Account Head Wise Stamp Report

- 42.** Select **Date Range** i.e. start date and end date.
- 43.** User can select **Division** and **District** (if required). If these fields are not selected than by default system will generate report for all divisions and district.
- 44.** Select **Tehsil** and **Account Duty Head** (if required). If these fields are not selected than by default system will generate report for all tehsils and account duty heads.
- 45.** Click on **Generate Report** button.

4 Cancel Stamp Registry

Cancel Stamp Registry

Q Search Verified Stamp

46 21D4E5EFDA689525 47

Q SEARCH

Stamp Details

Stamp Number: 21D4E5EFDA689525 48
 Stamp Status: Stamp Delisted
 Total Stamp Amount (Rs.): 1,200
 Total Stamp Pages: 1

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
2016872CDCB632DE	Original	0715	123673	29/Sep/2016 12:46:02 PM	1,200	-

Deed Details

Stamp Paper Type: Non-Judicial
 Amount For Duty(s) Calculation (Rs.): 1,200
 Challan Amount Paid By: Second Party

Deed Name: AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(cc)

Figure 13: Cancel Stamp Registry

46. Enter unique **16 digits e-Stamp ID** in search field.
47. Click on **Search** button.
48. After search, user can mark only delisted record as **Registry Cancelled**.

5 Un-Verify Stamp Registry

Unverify Stamp Registry

Q Search Verified Stamp

49 21D4E5EFDA689525 ? 50 Q SEARCH

Stamp Details

Stamp Number: 21D4E5EFDA689525

Total Stamp Amount (Rs.): 1,200

Stamp Status: Stamp Delisted 51

Total Stamp Pages: 1

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
2016872CDCB632DE	Original	0715	123673	29/Sep/2016 12:46:02 PM	1,200	-

Deed Details

Stamp Paper Type: Non-Judicial

Amount For Duty(s) Calculation (Rs.): 1,200

Challan Amount Paid By: Second Party

Deed Name: AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(cc)

Figure 14: Un-Verify Stamp Registry

- 49.** Enter unique **16 digits e-Stamp ID** in search field.
- 50.** Click on **Search** button.
- 51.** After search, user can mark only delisted record as **Registry Un-verified**.

6 User Activity Log

BOR User Activity Log

User Activity Log

Select Date Range

Start Date: 8/1/2018

End Date: 8/16/2018

User: eStampBORAdmin

GET REPORT

Selected Data

Date Time	Action	Action Details	Username
08/16/2018 03:48 PM	User Login		eStampBORAdmin
08/16/2018 03:40 PM	User Login		eStampBORAdmin
08/16/2018 12:03 PM	User Login		eStampBORAdmin
08/16/2018 11:55 AM	User Login		eStampBORAdmin
08/16/2018 11:18 AM	User Login		eStampBORAdmin
08/13/2018 04:44 PM	User Login		eStampBORAdmin
08/13/2018 03:52 PM	User Login		eStampBORAdmin
08/13/2018 03:34 PM	User Login		eStampBORAdmin
08/13/2018 02:32 PM	User Login		eStampBORAdmin
08/13/2018 02:19 PM	User Login		eStampBORAdmin

1 - 10 of 36 items

Figure 15: User Activity Log

- 52. Select **Date Range** i.e. start date and end date.
- 53. Select your specific **User Name**.
- 54. Click on **Get Report** button.