

BOR Portal User Guide (Administrator)



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Punjab Information Technology Board

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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:

B-Stamping A PROJECT OF BOARD OF REVEN & PUNJAB INFORMATION TECHNOLOGY BOAR) JE IG			Log In
	Log	J In		
	Welcome to e-Stamping Government of the Punjab believes on ensuring utmost transparency, public adicitation and ease of use while transcating with the Government and has decided to launch the system of Web / SMS based verification of high value (Rs. 1000 and above) judicial and non-judicial Stamp Papers. The system has forhalm ad 2A. Now it can be generated by the client or the user by itself by providing few information on this web-based system. The stamp papers urchased so can be verified either through the web or the SMS based verification and general public can be saved from fraud based on fakes stamp papers. High value Stamp Papers usually culminate in the offices of Sub- papers. High value Stamp Papers usually culminate in the offices of Sub- papers. High value Stamp Papers usually culminate in the offices of Sub- papers and course of non-Judicial Stamp Papers and courts in case of non-Judicial Stamp Papers. Therefore, designated offices on this end in addition to SMS facility will also be provided Web based verification of Stamp Papers	User Name Password	Use your account to log in. estampBORAdmin 1 2 LOG IN	
	through their login names protected by passwords. After the launch of the system only computer generated 32-A challan will be accepted by Bank of Punjab for deposition of stamp fee. For further information please contact support team.			

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 Issua	nce Report	
Start Date Ange Start Date 1/31/2 End Date 1/31/2	2018 B Division Lahore Lahore District 9 GET f	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 Challer Connected	0000
	Total Challan Generated	3000 P- 79 474 492
	Total Challan (not evoired)	K5./9,4/1,193
	Total Challan (not expired)	Rs 279 000
	Total Challan Paid	2036
	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 Verific	cation Charts/Repo	rts			
amp V	Verification Chai	rts/Reports					
Select Ro Division V District W	leport Type Wise Summary Vise Summary	 Select Filters CONVEYANCE - 23(a) Lahore 	Apply Date Filters Start Date 5/26/20 End Date 9/12/20	13 016 III 14 018 III GET REPORT			
70' 60' 50' 30' % 20' 8 20' 10' 0' 0'	% % % %	port to Excel Division Wise Stamp Verif	Lahore Division	NCE - 23(a)			
Start D	Date	End Date	C. C	Division			
	2016	9/12/2018	l	Lahore	* *		
5/26/2							
5/26/2	n	No of e-Stamps Issued	No of e-Stamps Verified	% of e-Stamps Verified			

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

	Star	np vernication char	is/ Reports			
tamp Verificatior	h Charts/Reports					
Select Report Type Division Wise Summary	▼ Select Filters	□ Apply I	Date Filters 17	8		
District Wise Summary	15 16 Lahore	KUE - 23(a) GET REPORT				
	Lahore	T		_		
70%						
60%						
60%						
00 50%						
> 40% Sd E						
o N 30%						
°5 ⊗ 20%						
10%						
0%						
		District				
Export to PDF	Export to Excel	- Stamp Varification Depart For	CONTREVANCE colo)			
	District Wis	e stamp vernication report for	CONVEINICE-23(a)			
Start Date 5/26/2016	End Date 9/12/2018	Division Lahore	Dist	rict ore		
Division	District	No of e-Stamps Issued	No of e-Stamps Verified	% of e-Stamps Verified		





- **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

	Stamp Cancellation And Unverification Report								
🖹 Stamp Paper Reports									
 Select Report Type Stamp Unverification Report Stamp Registry Cancellation Report 	Select Date 1 Start Date 8/13 Control Bate 8/13	Range 3/2018 III 3/2018 III	GET REPORT	21					



- **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

		Division Wis	se Summary R	eport		
🖹 Summary Repor	t					
🛗 Select Date Range						
Start Date 1/1/201	B	Lahore	•			
End Date 1/31/20	18	Lahore	•			
_				24	GENERATE REPORT	
🗮 Selected Data						
Export to PDF						
		Division W	ise Summary Repo	ort		
Start Date		End Date		Report Genera	ted By	
1/1/2018		31/1/2018		eStampBOR	Admin	
Region	Challan Paid	e-Stamp Issued (NJ J)	Challan Paid Amount (Rs.)	Stamp Duty Amount (Rs.)	CVT Amount (Rs.)	Reg Fee Amoun (Rs.)
 Lahore 	66,165	50,573 (44,299 6,274)	1,381,521,383	1,359,876,936	18,646,460	1,299,260
Grand Total	66,165	50,573 (44,299 6,274)	1,381,521,383	1,359,876,936	18,646,460	1,299,260
						►.
H 4 1 F H						1 - 2 of 2 items



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.

Deed Wise Stamp Report Stamp Report **[]] =** 25 Start Date 9/12/2018 9/12/2018 End Date 26 Division Lahore Lahore District ۳ 27 Tehsil City CONVEYANCE - 23(a) Deed Name 28 I Selected Data Export to PDF Export to Excel **Deed Wise Stamp Report** Division District Tehsil Deed Start Date End Date ort Ge Lahore 6,981,172 217 9/12/2018 9/12/2018 Lahore City CONVEYANCE - 23(a) bilalkh.BORadmin Sr No. Divison District Tehsi Deed Challan Count Amount Paid (Rs.) Lahore Lahore City CONVEYANCE - 23(a) 217 6,981,172 1

3.5 Deed Wise Stamp Report

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 Bi	ranch Summa	ry Repo	rt				
Ŀ	Bank Branc	h Summary H	Report								
	🛗 Select Date	e Range									
29	Start Date	1/1/2018		30 Lahore	•						
				G	ET REPORT 31						
	E Selecte	d Data									
	🛛 Export to	o PDF 🔀 Expo	rt to Excel								
				Bank	Branch Summar	y Report					
	Start Date		End	Date	District			Division			
	1/1/2018 1/31/201			1/2018	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

				Reports	S			
È I	Bank Stamp Issuanc	e Report						
3	Select Report Type Bank Stamp Issuance Repor Branch Stamp Issuance Rep Brank Stamp Reprint Report	Select Date t Start Date ort 33 End Date	te Range 1/1/2018 1/31/2018	(H) (H) (H) (H) (H) (H) (H) (H) (H) (H)	Bank/Branch Selection	35		
	i ≣ Selected Data	1						
	🕒 Export to PDF	∄ Export to Excel	Bank S	itamp Issuar	nce Report			
	Start Date 1/1/2018	End Date 1/31/2018	Bank Name		Total Stamp Amount	:	4,510,913,223 🗘	
	L							

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	1					
🖹 Bank	Stamp Issuance Re	port								
36 Bank 5 Branch Bank 5	tt Report Type Stamp Issuance Report h Stamp Issuance Report Stamp Reprint Report	 Select Date Start Date 37 End Date 	1/1/2018		38 E	Bank/Branch Sel Bank of Punjab	ection • •	Lahore Lahore GET REF	▼ ▼ PORT	40
	Selected Data									
ß) Export to PDF 🛛 🖹 Exp	oort to Excel	Branch St	amp Issual	nce Repoi	-t				
Star	rt Date End	i Date	Branch			Total Stam	p Amount		14 513	3169
									- 1,5 10	···· ·

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.

			Ac	count Head V	Wise Stamp Repo	rt	
Stamp Re	eport						
Start Date	[17/01/2018			End Date	10/02/2018	
Division	_	Lahore		•	District	Lahore	•
Tehsil	_	Lahore Cantt		•	Duty Account Head	B02734	•
-						45 GENERATE	REPORT
I≣ Selecte	d Data						
🛛 Export to	PDF 🔀 Exp	port 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. Divi	son	District		Tehsil	Account Head	Amount P	aid (Rs.)
1 Lah	ore	Lahore		Lahore Cantt	B02734		32,500

3.8 Account Head Wise Stamp Report

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 Sta	mp Registry		
Q Search Verified Sta	mp					
46 21D4E5EFDA689525	Ø	Q	47 SEARCH			
Stamp Details						
Stamp Number: 21D4E5EFDA689525 Total Stamp Amount (Rs.): 1,200	:		5	48 Stamp Status: Stamp Delisted Total Stamp Pages: 1		
Challan Number	Туре	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
2016872CDCB632DE	Original	0715	123673	29/Sep/2016 12:46:02 PM	1,200	-
Cheed Details Stamp Paper Type: Non-Judicial Amount For Duty(s) Calcut 1,200 Challan Amount Paid By: Second Party	ulation (Rs.):		1	Deed Name: AGREEMENT OR MEMORANDI	JM OF AN AGREEMEN	T - 5(cc)
			Figure 13: Can	cel 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

		I	Unverify Sta	amp Registry		
Q Search Verified Sta	amp					
49 21D4E5EFDA689525	Ð	Q	50 SEARCH			
Stamp Details						
Stamp Number: 21D4E5EFDA689525 Total Stamp Amount (Rs.) 1,200	:		St St	51 Stamp Status: Stamp Delisted otal Stamp Pages: 1		
Challan Number	Туре	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
2016872CDCB632DE	Original	0715	123673	29/Sep/2016 12:46:02 PM	1,200	-
 Control Details Stamp Paper Type: Non-Judicial Amount For Duty(s) Calcut 1,200 Challan Amount Paid By: Second Party 	ulation (Rs.):		D	eed Name: AGREEMENT OR MEMORANDL	JM OF AN AGREEMEN	T - 5(cc)
			Figure 14: Un-Ver	rify 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 53 eStampBORAdmin • GET REPORT 54		
i≣ Selected Data			
Date Time	Action	Action Details Username	
Date Time 08/16/2018 03:48 PM	Action User Login	Action Details Username eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM	Action User Login User Login	Action Details Username eStampBORAdmin eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM	Action User Login User Login User Login	Action Details Username eStampBORAdmin eStampBORAdmin eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 12:55 AM	Action User Login User Login User Login User Login User Login	Action Details Username eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 11:55 AM 08/16/2018 11:18 AM	Action User Login User Login User Login User Login User Login User Login	Action Details Username eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 11:55 AM 08/16/2018 11:18 AM 08/13/2018 04:44 PM	Action User Login	Action Details Username eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 11:55 AM 08/16/2018 11:18 AM 08/13/2018 04:44 PM 08/13/2018 03:52 PM	Action User Login	Action Details Username eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 11:55 AM 08/16/2018 11:18 AM 08/16/2018 03:52 PM 08/13/2018 03:52 PM 08/13/2018 03:34 PM	Action User Login	Action Details Username eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 11:55 AM 08/16/2018 11:18 AM 08/13/2018 04:44 PM 08/13/2018 03:52 PM 08/13/2018 03:34 PM 08/13/2018 02:32 PM	Action User Login	Action Details Username eStampBORAdmin	
Date Time 08/16/2018 03:48 PM 08/16/2018 03:40 PM 08/16/2018 12:03 PM 08/16/2018 11:55 AM 08/16/2018 11:18 AM 08/13/2018 04:44 PM 08/13/2018 03:52 PM 08/13/2018 03:32 PM 08/13/2018 02:32 PM 08/13/2018 02:32 PM 08/13/2018 02:32 PM	Action User Login User Login	Action Details Username eStampBORAdmin eStampBORAdmin eStampBORAdmin eStampBORAdmin	

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.