

BOR Portal

User Guide (Refund Clerk)



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Purpose

The purpose of this document is to guide BOR Refund Clerk, who has the rights to access application for Refund Stamp and Refund Challan. This user manual will help step-wise to how to process initialization of refund stamp or challan, their cancellation, completion and other features of this portal.

BOR Refund Clerk Portal

1 Login Screen

At first step, authorized users will login to this system through a link provided by administrator. Login screen (fig: 1) will appear as shown below:

The screenshot shows the login interface for the e-Stamping system. At the top left, there is a logo for 'e-Stamping' with the text 'A PROJECT OF BOARD OF REVENUE & PUNJAB INFORMATION TECHNOLOGY BOARD'. The main heading is 'Log In'. Below this, there is a 'Welcome to e-Stamping' section with a detailed paragraph about the system's purpose and security. To the right of the welcome message is a login form titled 'Use your account to log in.' The form contains two input fields: 'User Name' with the value 'eStampRefundClerk' and 'Password' with masked characters. A green 'LOG IN' button is located below the password field. Red boxes with numbers 1 and 2 highlight the User Name and Password fields respectively.

Figure 1: Login

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

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

2 Welcome Page

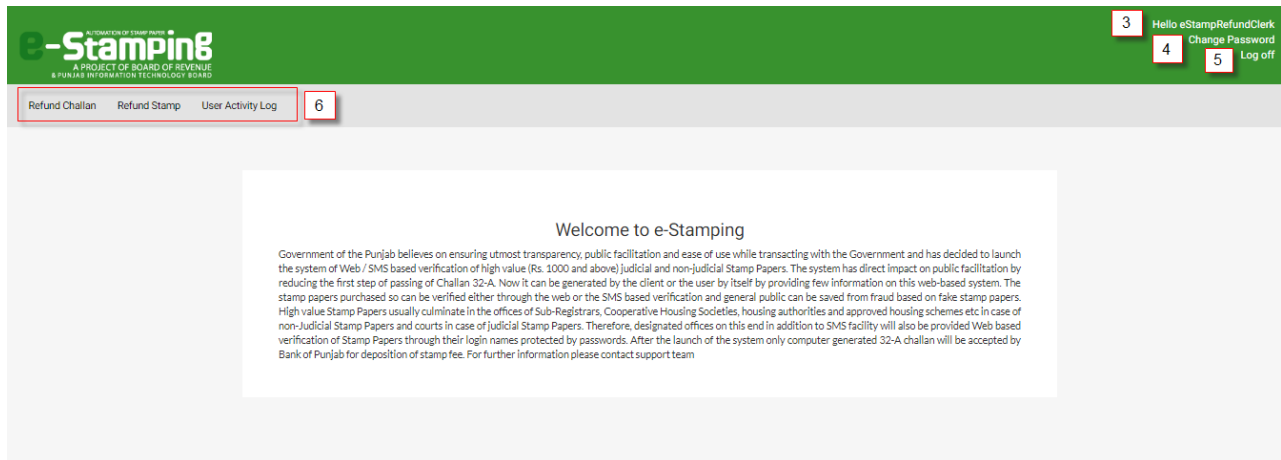


Figure 2: Welcome Page

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. Three main features for BOR refund clerk will be displayed on main screen:
 - a) Refund Stamp
 - b) Refund Challan
 - c) User Activity Log

3 Refund Stamp

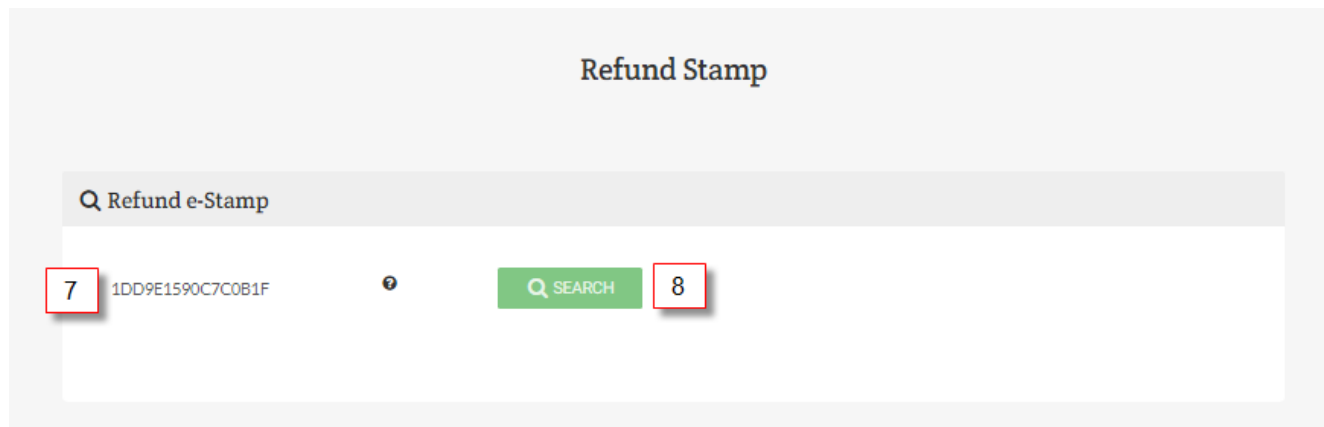


Figure 3: Refund Stamp

7. Enter unique **16 digits e-Stamp ID** in search field.
8. Click on **Search** button.

3.1 Refund Stamp Process

a) Refund Initiated

Refund Stamp

Q Refund e-Stamp

1DD9E1590C7C0B1F SEARCH

Refund Application Input

Refund Application Number Refund Application Date 11

Refund Stamp Paid Duties

Refund(Stamp Duty + Deficient Stamp Duty) 10

Refund Deficient Stamp Duty

Stamp Details

Stamp Number: 1DD9E1590C7C0B1F Stamp Status: Stamp Issued 9

Total Stamp Amount (Rs.): 16,089 Total Stamp Pages: 2

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
20163EC16B66E0D7	Original	0146	106	27/May/2016 9:21:07 AM	10,989	-
201805CD49C7AEAE	Deficiency	0320	6750563481444165	20/Aug/2018 4:07:30 PM	5,100	-

Figure 4: Refund Stamp Process

9. By placing the unique 16 digit e-Stamp number above screen (fig: 4) will be displayed, which is showing the status of the Stamp.
10. Refund clerk can choose his desired refund stamp duty e.g. Refund (Stamp Duty + Deficient Stamp Duty) or Refund deficient Stamp duty.
11. Enter **Refund Application Number** and **Refund Application Date** (optional).

Agent Details

Agent Name: Zahid Iqbal
Contact: 0302-6636851

CNIC: 34101-5876862-3

Seller

Name	CNIC	Contact	
Zafar Iqbal S/O Hidayat Uallha	34101-2562875-3	0321-7432517	

Purchaser

Name	CNIC	Contact	
Muhammad Sadiq S/O Mukhtar Ahmad etc	34101-0798529-9	0307-7115434	

INITIATE REFUND STAMP PAPER PROCESS **12**

Figure 5: Initiated Refund Stamp Paper Process

12. Click on **Initiate Refund Stamp Paper Process** button.

Stamp Refund Initiated

Refund Stamp

Refund process for the e-Stamp paper 1DD9E1590C7C0B1F has been initiated successfully.

13 **PRINT SCREEN** **GO TO HOME**

Figure 6: Stamp Refund Initiated

13. After successfully initiated the refund, click on **Print Screen** button to get acknowledgement.

Stamp Details

Stamp Number:
 1DD9E1590C7C0B1F
Total Stamp Amount (Rs.):
 16,089

Stamp Status:
 Stamp Refund Initiated
Total Stamp Pages:
 2

14

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
20163EC16B66E0D7	Original	0146	106	27/May/2016 9:21:07 AM	10,989	Stamp Refund Initiated
201805CD49C7AEAE	Deficiency	0320	6750563481444165	20/Aug/2018 4:07:30 PM	5,100	Stamp Refund Initiated

CVT, Registration Or Comparison Fee:

Challan Number	Duty	Branch Code	Payment Reference	Payment Time	Duty Amount (Rs.)	Refund Status
20163EC16B66E0D7	CVT	0146	106	27/May/2016 9:21:07 AM	7,326	-
20163EC16B66E0D7	Registration Fee	0146	106	27/May/2016 9:21:07 AM	500	-

Deed Details

Stamp Paper Type:
 Non-Judicial
Amount For Duty(s) Calculation (Rs.):
 366,300
Challan Amount Paid By:
 Purchaser

Deed Name:
 CONVEYANCE - 23(a)

Figure 7: Stamp Status & Refund Status

14. On acknowledgment or print screen, updated **Stamp Status** and **Refund Status** will be displayed.

b) Refund Cancelled or Completed

Refund Stamp

Q Refund e-Stamp

1DD9E1590C7C0B1F
?
Q SEARCH

Stamp Details

Stamp Number: 1DD9E1590C7C0B1F Total Stamp Amount (Rs.): 16,089	Stamp Status: Stamp Refund Initiated Total Stamp Pages: 2
--	--

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
20163EC16B66E0D7	Original	0146	106	27/May/2016 9:21:07 AM	10,989	Stamp Refund Initiated
201805CD49C7AEAE	Deficiency	0320	6750563481444165	20/Aug/2018 4:07:30 PM	5,100	Stamp Refund Initiated

CVT, Registration Or Comparison Fee:

Challan Number	Duty	Branch Code	Payment Reference	Payment Time	Duty Amount (Rs.)	Refund Status
20163EC16B66E0D7	CVT	0146	106	27/May/2016 9:21:07 AM	7,326	-
20163EC16B66E0D7	Registration Fee	0146	106	27/May/2016 9:21:07 AM	500	-

Figure 8: Stamp Status & Refund Status

Now user will search again the Refund Initiated record to mark it as cancelled or completed.



Stamp Details

Stamp Number:
 1DD9E1590C7C0B1F
Total Stamp Amount (Rs.):
 16,089

Stamp Status:
 Stamp Refund Cancelled
Total Stamp Pages:
 2

19

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
20163EC16B66E0D7	Original	0146	106	27/May/2016 9:21:07 AM	10,989	Stamp Refund Cancelled
201805CD49C7AEAE	Deficiency	0320	6750563481444165	20/Aug/2018 4:07:30 PM	5,100	Stamp Refund Cancelled

CVT, Registration Or Comparison Fee:

Challan Number	Duty	Branch Code	Payment Reference	Payment Time	Duty Amount (Rs.)	Refund Status
20163EC16B66E0D7	CVT	0146	106	27/May/2016 9:21:07 AM	7,326	-
20163EC16B66E0D7	Registration Fee	0146	106	27/May/2016 9:21:07 AM	500	-

Figure 11: Stamp Status & Refund Status

19. On acknowledgment or print screen, updated **Stamp Status** and **Refund Status** will be displayed.

Stamp Refund Completed

👍 Refund Stamp Success

Refund process for the e-Stamp paper **1DD9E1590C7C0B1F** has been completed successfully.

20
PRINT SCREEN
GO TO HOME

Figure 12: Stamp Refund Completed

20. If e-Stamp is marked as completed, click on **Print Screen** button to get acknowledgement.

Stamp Details

Stamp Number: 1DD9E1590C7C0B1F
 Total Stamp Amount (Rs.): 16,089

Stamp Status: Stamp Refund Completed
 Total Stamp Pages: 2

21

Challan Number	Type	Branch Code	Payment Reference	Payment Time	Stamp Amount (Rs.)	Refund Status
20163EC16B66E0D7	Original	0146	106	27/May/2016 9:21:07 AM	10,989	Stamp Refund Completed
201805CD49C7AEAE	Deficiency	0320	6750563481444165	20/Aug/2018 4:07:30 PM	5,100	Stamp Refund Completed

CVT, Registration Or Comparison Fee:

Challan Number	Duty	Branch Code	Payment Reference	Payment Time	Duty Amount (Rs.)	Refund Status
20163EC16B66E0D7	CVT	0146	106	27/May/2016 9:21:07 AM	7,326	-
20163EC16B66E0D7	Registration Fee	0146	106	27/May/2016 9:21:07 AM	500	-

Figure 13: Stamp Details

21. On acknowledgment or print screen, updated **Stamp Status** and **Refund Status** will be displayed.

4 Refund Challan

Refund Challan

Q Refund Challan

22 20163EC16B66E0D7 Q SEARCH 23

Figure 14: Refund Challan

22. Enter unique **16 digits Challan ID** in search field.

23. Click on **Search** button.

4.1 Refund Challan Process

a) Refund Initiated

Refund Challan

Q Refund Challan

20163EC16B66E0D7 Q SEARCH

☑ Refund Application Input

Refund Application Number	Refund Application Date	26
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↶ Refund Challan Paid Duties


<input type="checkbox"/> CVT	25
<input type="checkbox"/> Registration Fee	

👤 Challan Details


Challan Number: 20163EC16B66E0D7	Challan Status: Challan Paid	24
-------------------------------------	---------------------------------	----


Figure 15: Refund Challan Process


24. By placing the unique 16 digit e-Stamp number above screen (fig: 15) will be displayed, which is showing the status of the Challan.
25. Refund Clerk can choose his desired refund challan duty e.g. CVT or Registration fee.
26. Enter **Refund Application Number** and **Date**.


 **Agent Details**

<p>Agent Name: Zahid Iqbal</p> <p>Contact: 0302-6636851</p>	<p>CNIC: 34101-5876862-3</p>
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 **Seller**

Name	CNIC	Contact	
Zafar Iqbal S/O Hadayat Uallha	34101-2562875-3	0321-7432517	

 **Purchaser**

Name	CNIC	Contact	
Muhammad Sadiq S/O Mukhtar Ahmad etc	34101-0798529-9	0307-7115434	


INITIATE REFUND CHALLAN FORM 32-A PROCESS

27

Figure 16: Initiated Challan Form 32-A Process

27. Click on **Initiate Refund Challan Form 2-A Process** button for the initialization of refund.

Refund Challan Initiated

 **Refund Challan Initiated**

Refund Process for Challan 20163EC16B66E0D7 has been successfully Initiated.

28

PRINT SCREEN

GO TO HOME

Figure 17: Refund Challan Initiated

28. After successfully initiated the refund, click on **Print Screen** button to get acknowledgment.

Challan Details

Challan Number:
20163EC16866E0D7
Challan Status:
Refund Initiated

29

Refundable Duties:			
Duty	Status	Application Number	Application Date
CVT	Refund Initiated		
Registration Fee	Refund Initiated		

Total Payable Amount

Apply Stamp Duty:
Yes
Apply Registration Fee:
Yes
Apply CVT Tax:
Yes
Total Payable Amount (Rs.):
18,815

Stamp Duty (Rs.):
10,989
Registration Fee (Rs.):
500
CVT Tax (Rs.):
7,326

Figure 18: Challan Status & Refundable Status

29. On acknowledgment or print screen, updated **Challan Status** and **Refund Duties** will be displayed.

b) Refund Cancelled or Completed

Refund Challan

Q Refund Challan

20163EC16B66E0D7
Q SEARCH

👤 Challan Details

Challan Number:
20163EC16B66E0D7

Challan Status:
Refund Initiated

Refundable Duties:

Duty	Status	Application Number	Application Date
CVT	Refund Initiated		
Registration Fee	Refund Initiated		

👤 Total Payable Amount

Apply Stamp Duty:
Yes

Apply Registration Fee:
Yes

Apply CVT Tax:
Yes

Total Payable Amount (Rs.):
18,815

Stamp Duty (Rs.):
10,989

Registration Fee (Rs.):
500

CVT Tax (Rs.):
7,326

Figure 19: Challan Status & Refundable Status

Now user will search again the Refund Initiated record to mark it as cancelled or completed.

Refund Challan Cancel

👍 Refund Challan Cancel

Refund Process for Challan **20163EC16B66E0D7** has been successfully Cancelled.

30

PRINT SCREEN

GO TO HOME

Figure 20: Refund Challan Cancel

30. If Challan is marked as cancelled, click on **Print Screen** button to get acknowledgement.

Challan Details

Challan Number:
 20163EC16866E0D7
Challan Status:
 Refund Cancelled

31

Refundable Duties:			
Duty	Status	Application Number	Application Date
CVT	Refund Cancelled		
Registration Fee	Refund Cancelled		

Total Payable Amount

Apply Stamp Duty:
 Yes
Apply Registration Fee:
 Yes
Apply CVT Tax:
 Yes
Total Payable Amount (Rs.):
 18,815

Stamp Duty (Rs.):
 10,989
Registration Fee (Rs.):
 500
CVT Tax (Rs.):
 7,326

Figure 21: User Activity Log

31. On acknowledgment or print screen, updated **Challan Status** and **Refund Duties** will be displayed.

Refund Challan Confirmation

Refund Challan Complete

Refund Process for Challan **20163EC16866E0D7** has been successfully Completed.

32
PRINT SCREEN
GO TO HOME

Figure 22: Refund Challan Confirmation

32. If Challan is marked as completed, click on **Print Screen** button to get acknowledgement.

Challan Details

Challan Number:
20163EC16B66E0D7
Challan Status:
Refund Completed

33

Refundable Duties:			
Duty	Status	Application Number	Application Date
CVT	Refund Completed		
Registration Fee	Refund Completed		

Total Payable Amount

Apply Stamp Duty:
Yes
Apply Registration Fee:
Yes
Apply CVT Tax:
Yes
Total Payable Amount (Rs.):
18,815

Stamp Duty (Rs.):
10,989
Registration Fee (Rs.):
500
CVT Tax (Rs.):
7,326

Land Value DC (Rs.):
366,300
Area Constructed:
No
Constructed Structure Value DC (Rs.):
-
Amount For Duty(s) Calculation (Rs.):
366,300

Land Value User Provided(Rs.):
40,700
Constructed Area (sq.ft):
-
Constructed Structure Value User Provided (Rs.):
0

Figure 23: Challan Status & Refundable Details

33. On acknowledgment or print screen, updated **Challan Status** and **Refund Duties** will be displayed.

5 User Activity Log

BOR User Activity Log

User Activity Log

Select Date Range User

Start Date: 8/24/2018 eStampRefundClerk

End Date: 8/24/2018 GET REPORT

Selected Data

Date Time	Action	Action Details	Username
08/24/2018 11:32 AM	Refund Completed	20163EC16B66E0D7	eStampRefundClerk
08/24/2018 11:31 AM	Refund Initiated	20163EC16B66E0D7	eStampRefundClerk
08/24/2018 11:25 AM	Refund Cancelled	20163EC16B66E0D7	eStampRefundClerk
08/24/2018 11:22 AM	Refund Initiated	20163EC16B66E0D7	eStampRefundClerk
08/24/2018 11:21 AM	Refund Cancelled	20163EC16B66E0D7	eStampRefundClerk
08/24/2018 11:21 AM	User Login		eStampRefundClerk
08/24/2018 11:21 AM	Refund Initiated	20163EC16B66E0D7	eStampRefundClerk
08/24/2018 11:12 AM	Stamp Refund Completed	1DD9E1590C7C0B1F	eStampRefundClerk
08/24/2018 11:12 AM	Stamp Refund Completed	1DD9E1590C7C0B1F	eStampRefundClerk

Figure 24: User Activity Log

- 34. Select Date Range i.e. start date and end date.
- 35. Select User.
- 36. Click on **Get Report** button.