

NOTICE

This is for information of all concerned that ePayment of Court Fees will be enabled with effect from 15.07.2021 for the High Court (Original & Appellate Side) and its Circuit Bench at Jalpaiguri. The Standard Operating Procedure (SOP) is annexed herewith.

By Order



HIGH COURT AT CALCUTTA

Standard Operating Procedure for making e-payment of court fees.

W.E.F 15.07.2021, E-payment of Court Fees is enabled for High Court at Calcutta (Original & Appellate Side) and its Circuit Bench at Jalpaiguri.

The portal to make payment is <https://pay.ecourts.gov.in>

Salient Features: Payment can be made through Net-banking, Debit Cards, Credit Cards, and UPI mode. E-Payment of Court Fees is available on the above portal anytime and from anywhere.

The payment is collected by WBIFMS-GRIPS (Portal of Finance Department, Government of West Bengal)

Alert: Users are requested to make payment only through the above portal and no other unauthorized portal. Users would be solely responsible for making payment in any other portal other than the above-mentioned portal.

Users are also requested not to share the OTP and other details necessary to make an e-payment. They should avoid taking fishing calls or any call from anyone seeking banking user id/password details or OTP, Credit Card/Debit Card details. For safety always update your PC and Browser and the Anti-virus software.



Online Process -

User must first click: <https://pay.ecourts.gov.in>

No Registration is required while Making Payment through this portal. Payment can be made using a mobile phone browser also.

The screenshot shows a web browser with the address bar containing pay.ecourts.gov.in/epay/. The page title is "ePay eCourts Digital Payment". The main navigation bar includes buttons for "Court Fee", "Judicial Deposit", "Fine", "Penalty", and "Others". The "Court Fee" section is active, showing options for "District Court" (selected) and "High Court". Below this, there are radio buttons for "New Case" (selected) and "Existing Case". The form fields include: "State" (dropdown), "District" (dropdown), "Establishment" (dropdown), "Party Name" (text input), "Amount" (text input), "Remark" (text area), and "Mobile No" (text input). A "Terms and Conditions" section is visible at the bottom of the form, with a checkbox for "I agree to above Terms and Conditions". The footer contains logos for Digital India, India.gov.in, and the Department of Justice, along with a copyright notice for 2019 and a link to the Supreme Court of India.

- **The user has the option to pay Court Fees for a new case or an existing Case.**
- Choose **Court Fees** as Payment Type and choose High Court for which Court Fees is to be paid.
- **For a New Case** – Enter Party Name, Amount of Court Fees, Remarks (Purpose of Court Fees), and Mobile Number.

The screenshot shows the 'ePay' portal for 'eCourts Digital Payment'. Under the 'Court Fee' tab, the 'High Court' radio button is selected. Below it, the 'New Case' radio button is also selected. Red arrows point to both 'High Court' and 'New Case'. The form fields include:

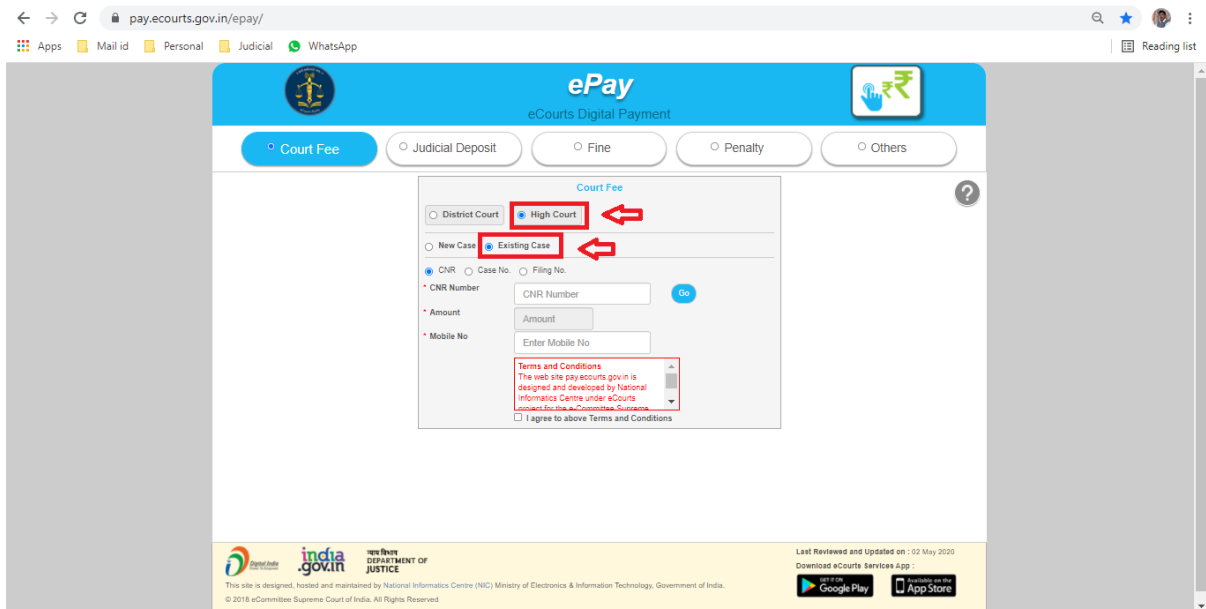
- Select High Court (dropdown)
- Select Bench Name (dropdown)
- Party Name (text input)
- Amount (text input)
- Remark (text area)
- Enter Mobile No (text input)
- Terms and Conditions (checkbox)

For High Court – Select the proper option e.g., Appellate or Original Side of the Court where Court Fees is to be paid.

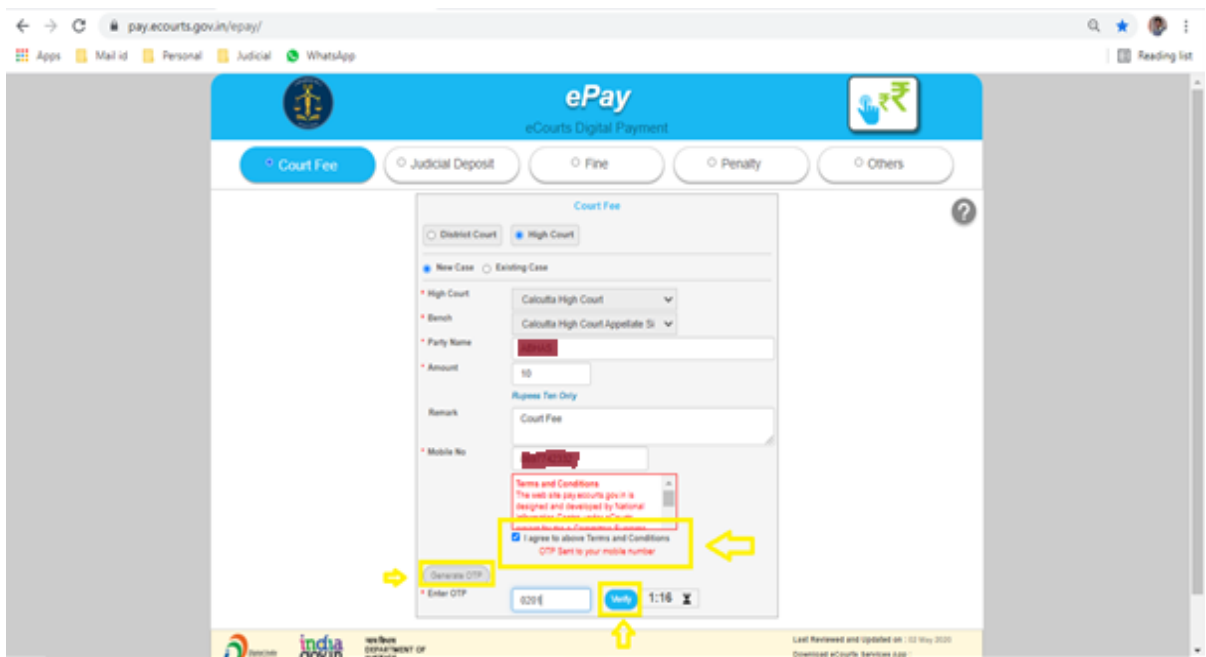
The screenshot shows the 'ePay' portal for 'eCourts Digital Payment'. Under the 'Court Fee' tab, the 'High Court' radio button is selected. Below it, the 'Existing Case' radio button is selected. The 'Bench' dropdown menu is open, and 'Calcutta High Court-Appellate Si' is selected. A red arrow points to this selection. The form fields include:

- Select High Court (dropdown)
- Select Bench Name (dropdown)
- Party Name (text input)
- Amount (text input)
- Remark (text area)
- Enter Mobile No (text input)
- Terms and Conditions (checkbox)

- For Existing Case – Enter Details of Case Number or Filing Number or CNR Number and click on “GO”.
- Details of Case associated with Case Number/ Filing Number/ CNR Number will appear.
- Verify the same and proceed with the Amount of Court Fee, Remarks, Mobile Number.



- Select the Check Box for *“I Agree for above Terms and Conditions”*.
- Click on *“Generate OTP”* and an OTP will be received on your mobile.



- Enter OTP and click on Verify Button.
- After verification user will be step by step directed to the page of the Online e-Payment System (GRIPS) for payment of the amount for Court Fees.

The screenshot displays the 'Details of Payment' and 'CHALLAN DETAILS' sections of the iFMS GRIPS portal. The 'Details of Payment' section includes the following information:

Department:	Judicial	No. Of Head:	1
Depositor Name:	[REDACTED]	Address:	NA
Mobile No:	[REDACTED]	E-Mail:	null
Identification No:	NWBCH0[REDACTED]	Payment Ref. No.:	[REDACTED]
In favour of:	PAY-ECOURTS	Payment Mode:	NA
Period From:	06/06/2021	Period To:	06/06/2021
Total Amount[₹]:	10	Remarks:	WBCHCA

The 'CHALLAN DETAILS' section shows a table with the following data:

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT [₹]
ePayment of court fees	NWBCH0[REDACTED]	0070-01-501-002-16	ePayment of court fees	10
				Total Amount: 10
				IN WORDS: TEN ONLY

Below the table, there is a 'Select Payment Mode' dropdown menu with 'Payment Mode: SBI Epay' selected. At the bottom, there are 'CONFIRM' and 'CANCEL' buttons.

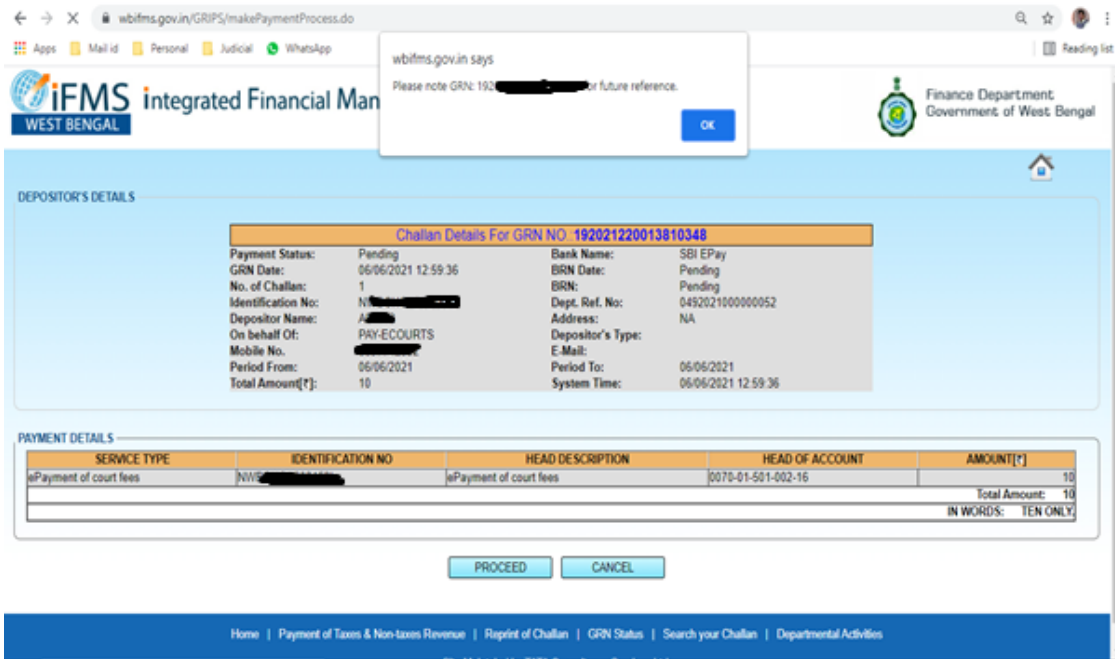
After the confirmation, the following page will appear with options. Users need to click on “PROCEED” if payment is required to be made or can cancel by clicking on “CANCEL”.

The screenshot shows the 'Payments through GRIPS portal' page for the 'Judicial' department. The 'Payment Mode' is set to 'SBI Epay'. The user is prompted to 'Select Bank to make payment'.

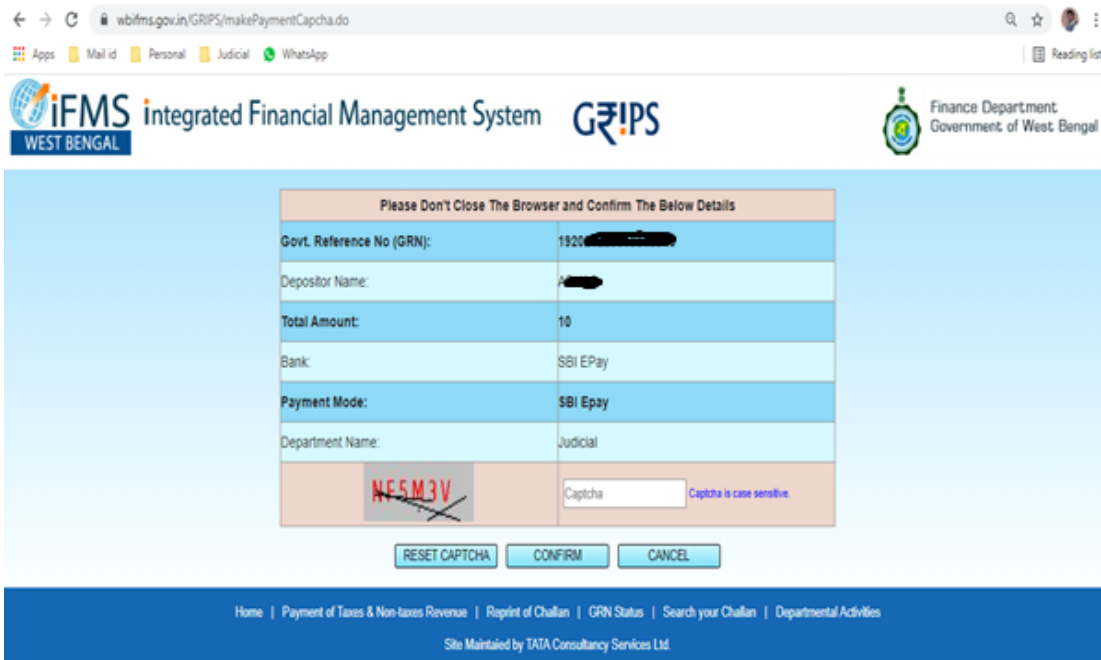
Below this prompt, there is a 'Bank Easy Search' input field and a 'Select Bank: SBI Epay' dropdown menu. At the bottom, there are 'RESET', 'PROCEED', and 'CANCEL' buttons.

The footer of the page includes navigation links: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities. It also states 'Site Maintained by TATA Consultancy Services Ltd.'

One **GRN** number will be generated prior to the making of the payment. Users have to click “**PROCEED**” after checking the details shown in the following illustrations:



The user thereafter need to "CONFIRM" the details and enter the Captcha as shown below -



After the previous action, the user will be taken to the SBlePay website automatically. The user needs to choose the option as shown in the figure below and proceed to make payment.

← → ↻ sbiepay.sbi/secure/AggregatorHostedListener#no-back-button ☆ ⓘ

Apps Mail id Personal Judicial WhatsApp Reading list

SBIePay

onal) transactions Card holder has to enable the card for such transaction by using Bank/Card application or contact their bank/branch to enable the Card for Card not Present Transaction.

Payment Details

Debit/Credit Card




Internet Banking

BHIM UPI

Wallets

NEFT

Please enter your card details

Card Number VISA   

Expiry Date/Valid Thru CVV/CVC 4-DBC

Month Year

Name of the card holder

Name as on card

Use your GSTIN for claiming input tax (Optional)

[Pay Now](#) [Cancel](#)

Order Summary

Order No.:
192021220013810348

Merchant Name:
GRIPS Finance Dept West Bengal

Amount: 10.00

Processing fee:

GST:


Total:

APM ID: PG_TRANS_396

MasterCard Verified by Visa

- Choose Payment Mode on the Payment Page – Choose If you want to avail the facility of Payment through Debit Card or Debit Card with a PIN or Net Banking associated with Payment Gateway.
- For all payments made via Net Banking/Debit Card/Credit Card etc., bank charges (if any) will be levied to the respective buyer at actuals.
- For UPI Payment Mode Enter Prayer Virtual Address i.e. UPI ID.
- After selecting the appropriate payment option click on Pay Now button to proceed further.
- After successful payment Print Acknowledgement will be displayed. Kindly print or Download the PDF. It is important to note that this PDF is required to produce with the cases to be filed either physically or through email, as physical proof of Payment of Court Fees.

The following receipts are generated by the portals after the completion of a transaction.



Govt. of West Bengal Judicial GRIPS eChallan

GRN Details

GRN:	19202 [REDACTED]	Payment Mode:	Online Payment (SBI Epay)
GRN Date:	09/06/2021 14:32:25	Bank/Gateway:	SBIEPay Payment Gateway
BRN :	636 [REDACTED]	BRN Date:	09/06/2021 14:06:18
Gateway Ref ID:	IC [REDACTED]	Method:	State Bank of India NB
Payment Status:	Successful	Payment Ref. No:	NWBC [REDACTED] [Case No]


Depositor Details

Depositor's Name: [REDACTED]
Address: [REDACTED]
Mobile: [REDACTED]
Period From (dd/mm/yyyy): 09/06/2021
Period To (dd/mm/yyyy): 09/06/2021
Payment ID: NWBC [REDACTED]
Payment Ref ID: 0492 [REDACTED]

Payment Details


Sl. No.	Payment ID	Head of A/C Description	Head of A/C	Amount (₹)
1	NWBC [REDACTED]	ePayment of court fees	0070-01-501-002-16	1
Total				1


IN WORDS: ONE ONLY.



ePay

eCourts Digital Payment





ACKNOWLEDGEMENT
Calcutta High Court Appellate Side

Received Sum of Rs	1
From (Bank/Branch)	Agentia towards Court Fee
Transaction Id	[REDACTED]
GRN	[REDACTED]
Date	2021-06-06 13:47:08 (IST)
Mobile	8867742332

Note: Acknowledgement is subject to realization of the amount.

[Print](#) [Download Pdf](#)

- The Online e-Payment System will display a Payment successful message will also display the Challan Receipt of the portal.
- Use the Acknowledgement slip in e-filing or present the same at Filing Counters of Court concerned as Court Fees.
- Concerned Clerk will deface/cancel the Court Fees so that it is not used elsewhere.
- High Court Calcutta is not responsible for any failure of payment or other payment issues since the payment is not collected by High Court Calcutta.
- Users are required to make payment of the **exact amount of court fees** intended to deposit, as partial usage of the court fees and part validation is not permissible.

- Kindly note that the GRN number will be used to validate the e-payment and its defacement thereof.
- Users are to note that they have to choose a particular establishment (e.g. Appellate Side or Original Side, Circuit Bench at Jalpaiguri) at the time of purchasing court fees. Purchase of court fees for a particular establishment cannot be used in another establishment. For example, the purchase of a court fee for the Appellate Side of the High Court at Calcutta cannot be used for any case of Circuit Bench of the High Court at Calcutta.

For Clerical Staffs in the filing Counter –

- Should check the details of the GRN and firstly ascertain the validity in the utility module of the CIS.
- If the GRN is found valid from the module, he should proceed to deface the GRN using the utility module in the CIS.
- The GRN number would then be quoted in the case file, along with the value of the court fees and the date of the GRN for future reference. The Copy of the GRN should bear his initial and the note of cancellation. The copy of the GRN should be kept attached with the file securely.
- In case of invalid GRN, the same be quoted and informed to the party filing the same. The copy of the GRN is retained with the file and a note of the same be given over the GRN and initials be made with the date.