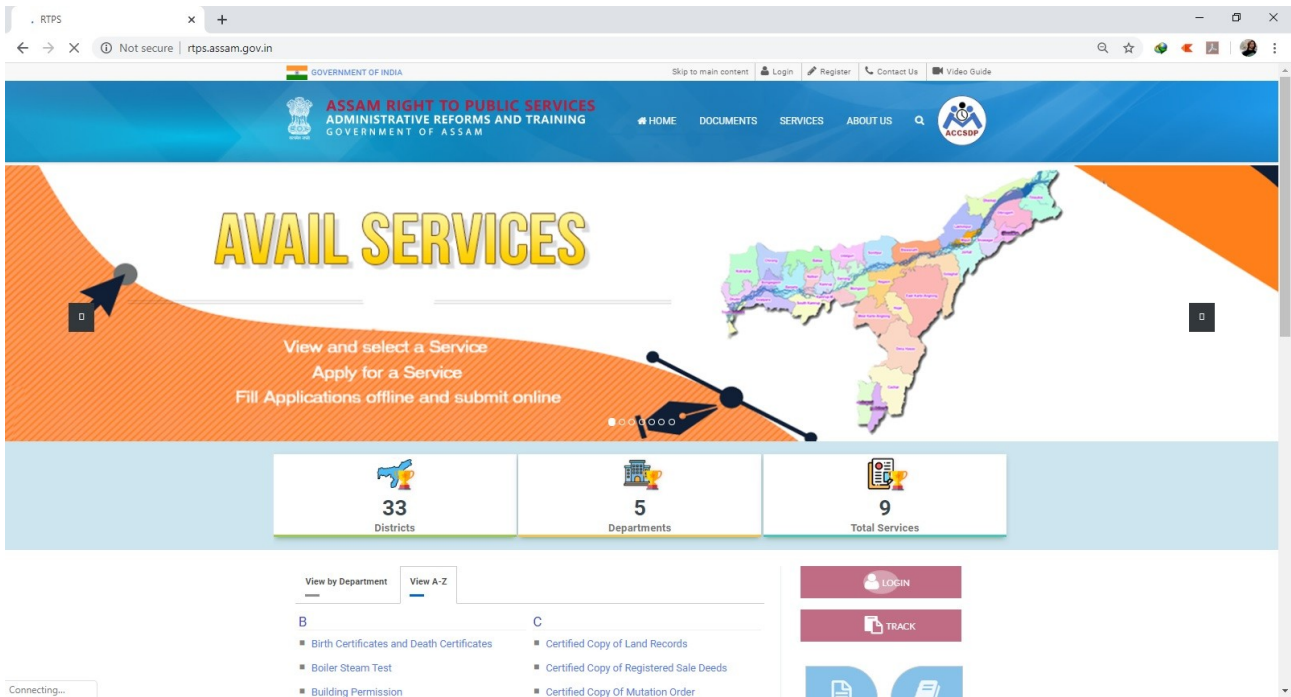


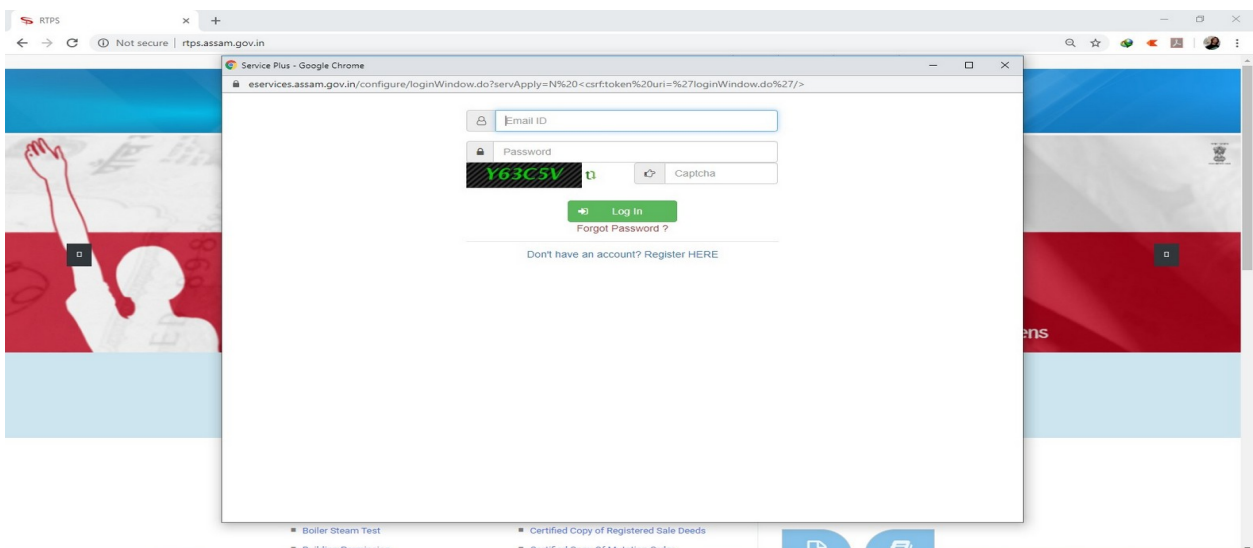


**STEP 1:** Log on to <http://rtps.assam.gov.in>

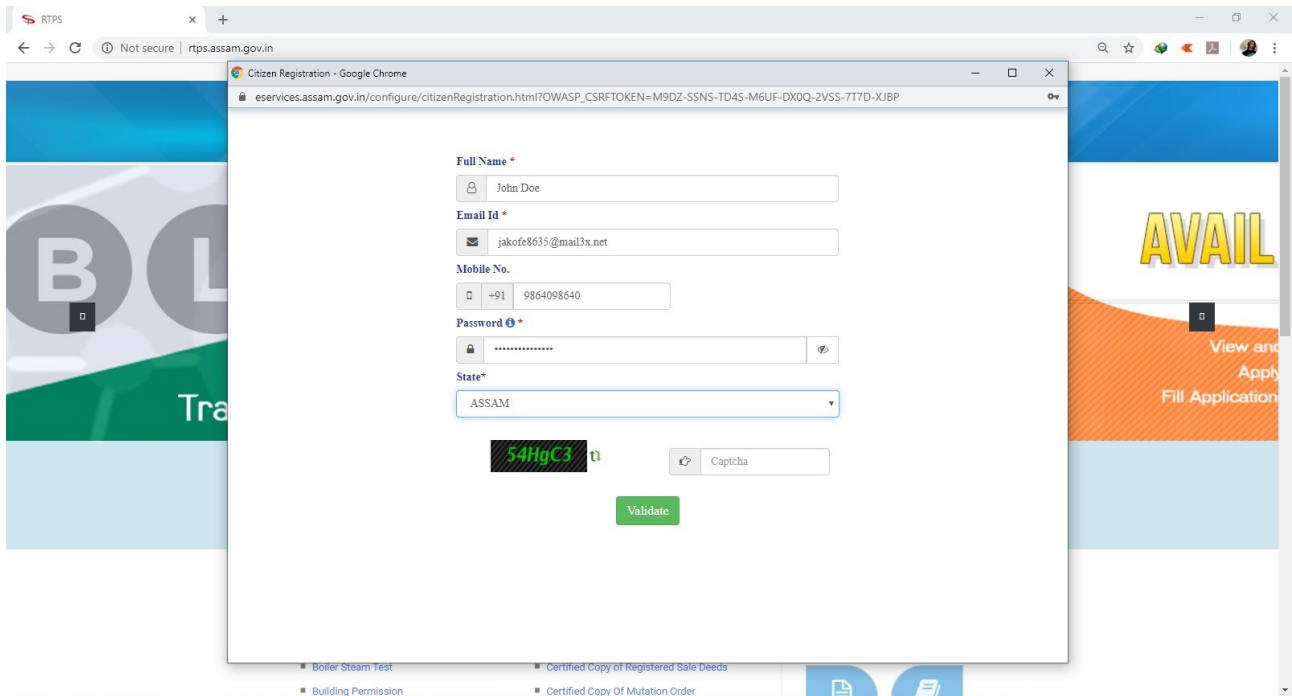


**STEP 2:**

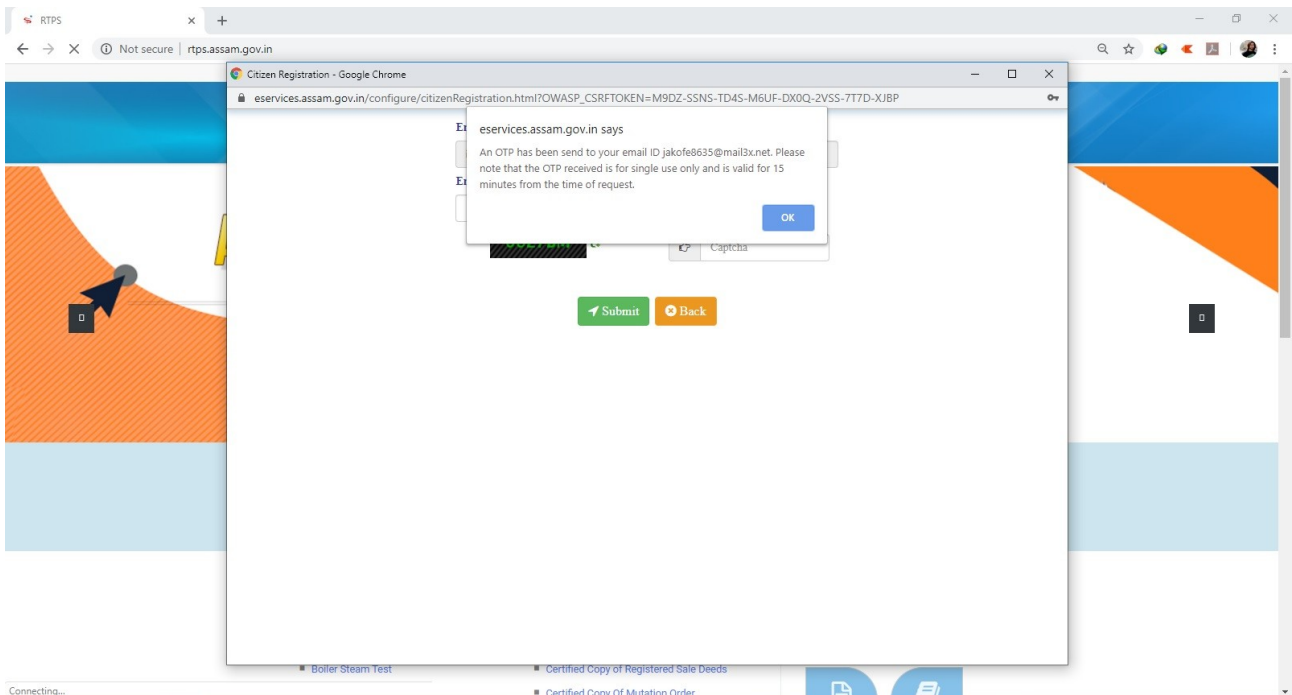
- **For Existing Registered Users:** An existing user can proceed by clicking on “**LOGIN**” link in the RTPS homepage with registered email Id & Password.
- **For New User :** Registration of the user is a must and can be registered by clicking on “**LOGIN**” in the RTPS homepage and then on the “**REGISTER HERE**” link as displayed below.



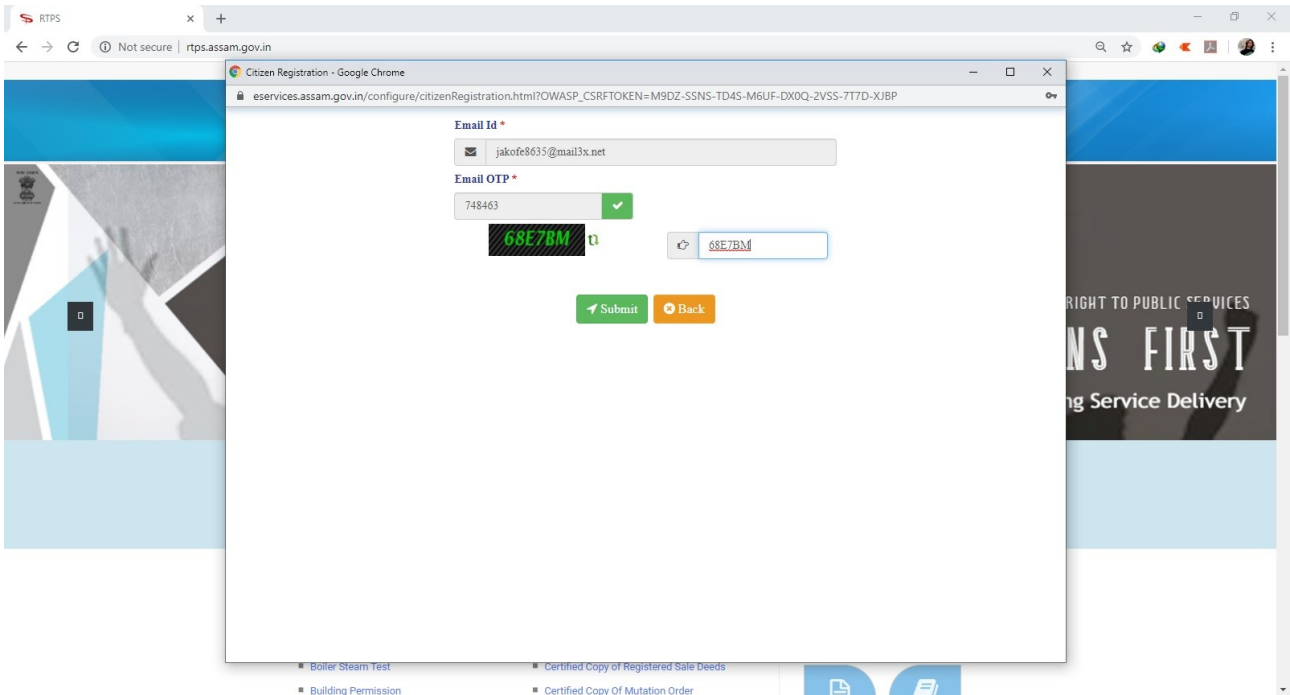
**STEP 3:** Fill in the form with the requested details and click on **“Validate”** to proceed with the registration process.



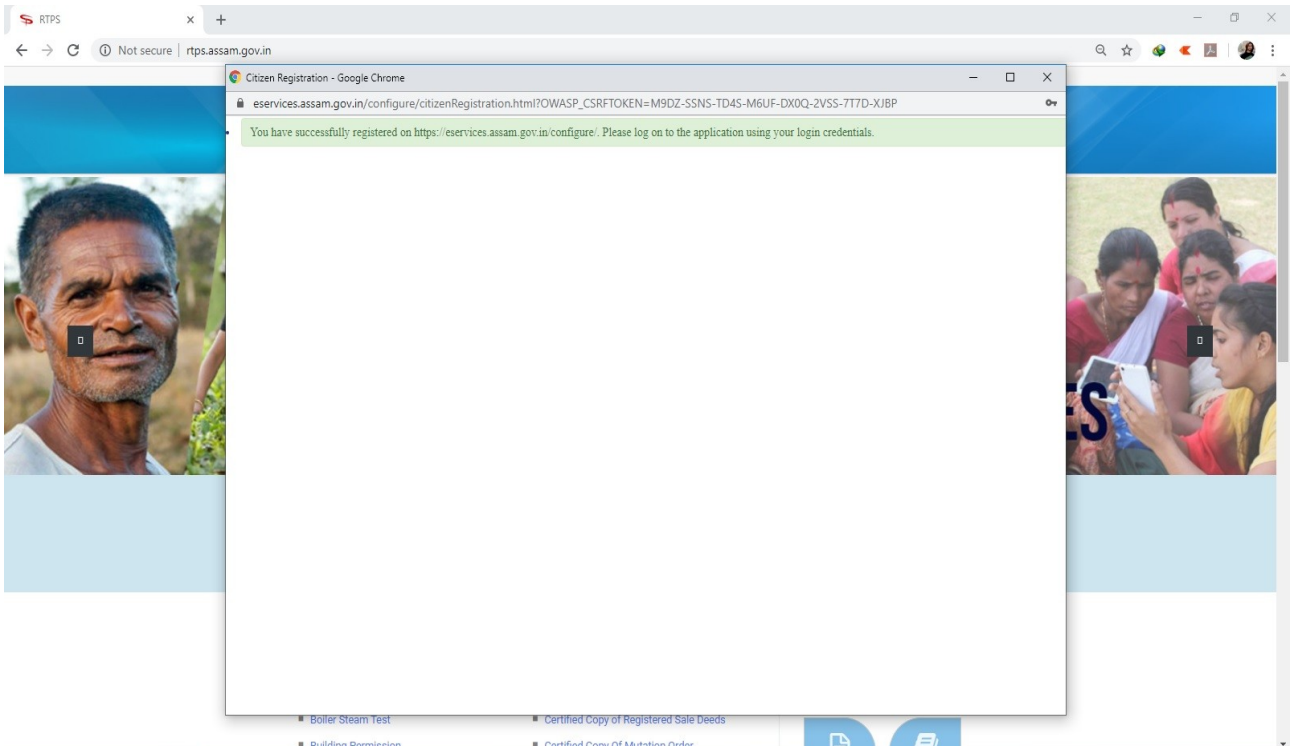
**STEP 4:** An OTP will be sent to the entered email ID for verification purpose.



**STEP 5:** Enter the OTP and CAPTCHA and proceed by clicking “Submit”.

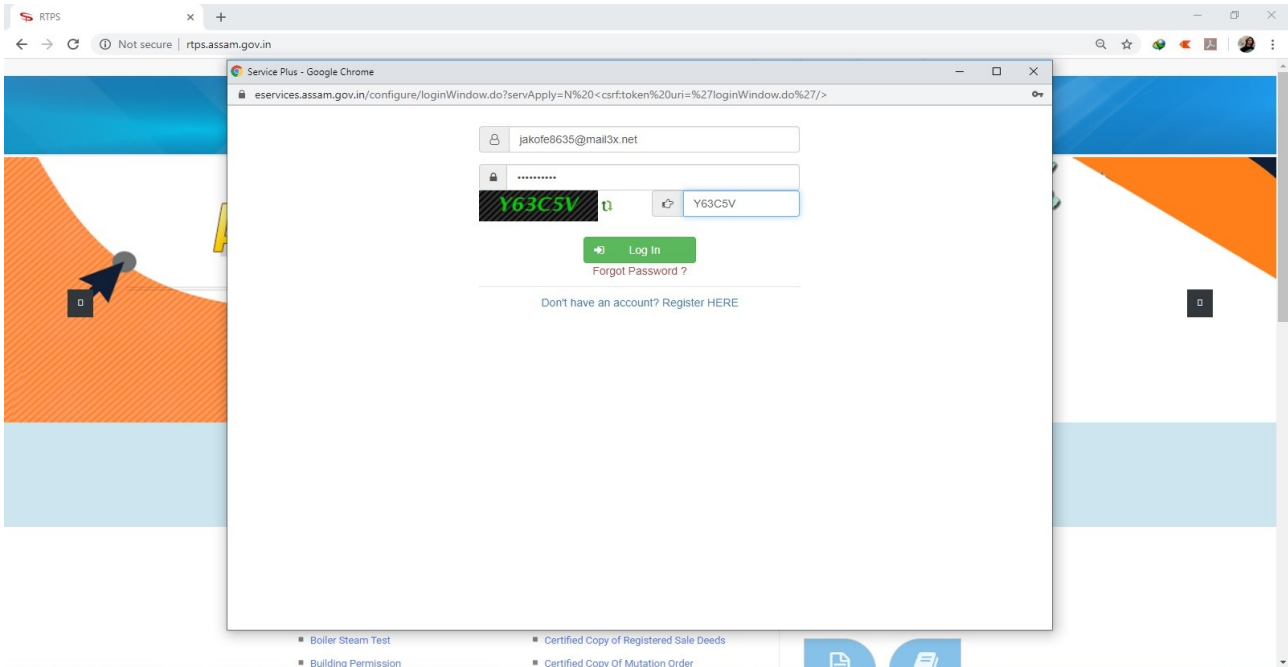


**STEP 6:** User has been successfully registered.

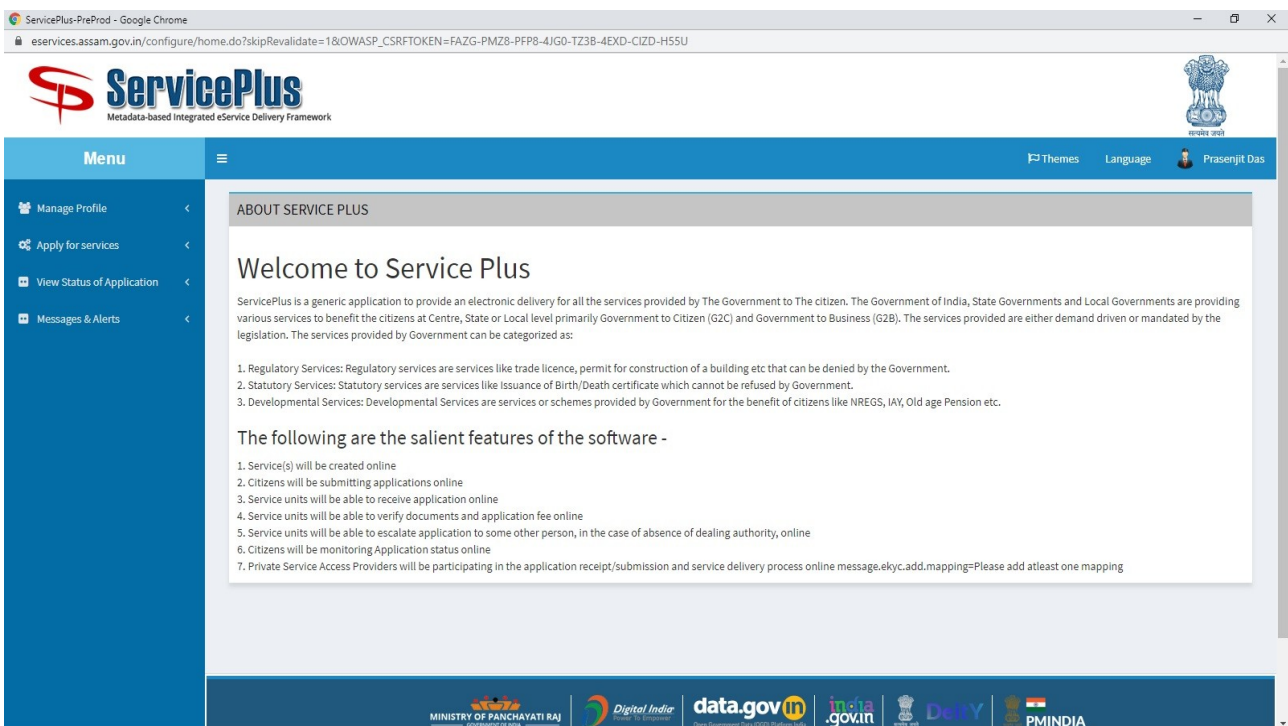




**STEP 7:** A registered user can now login to avail any desired service by clicking on **“Login”** link as displayed in the homepage with user email ID and Password.

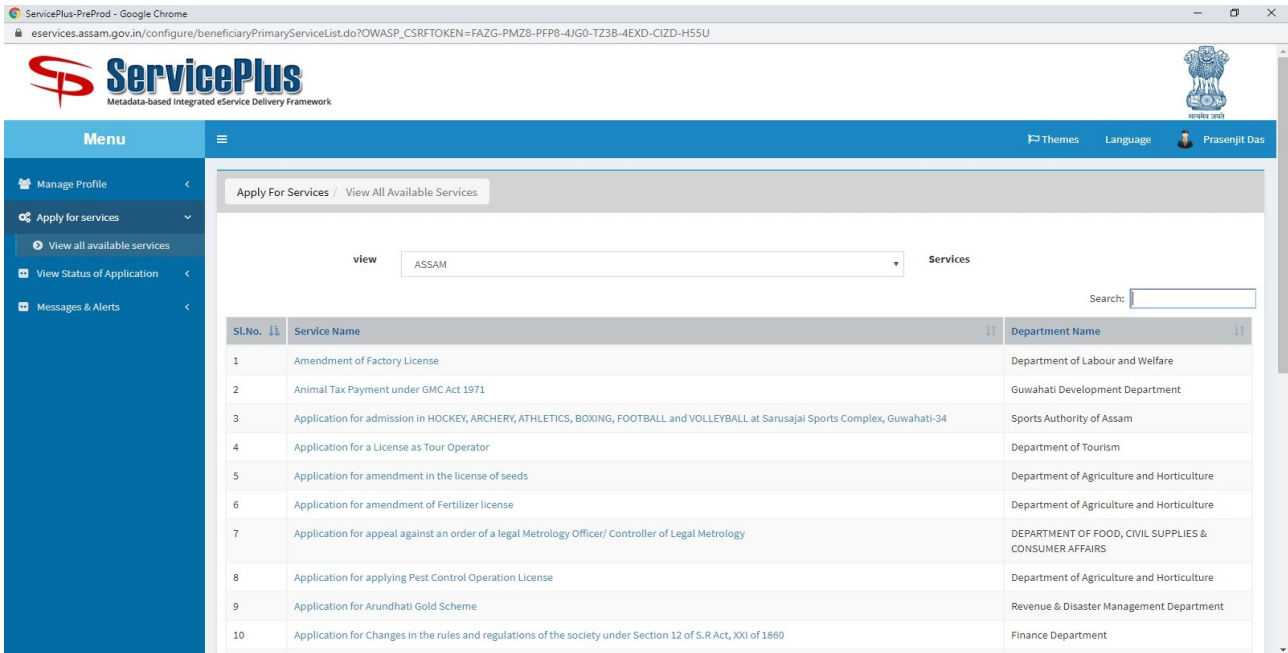


**STEP 8:** After successful login the following service page will be displayed.

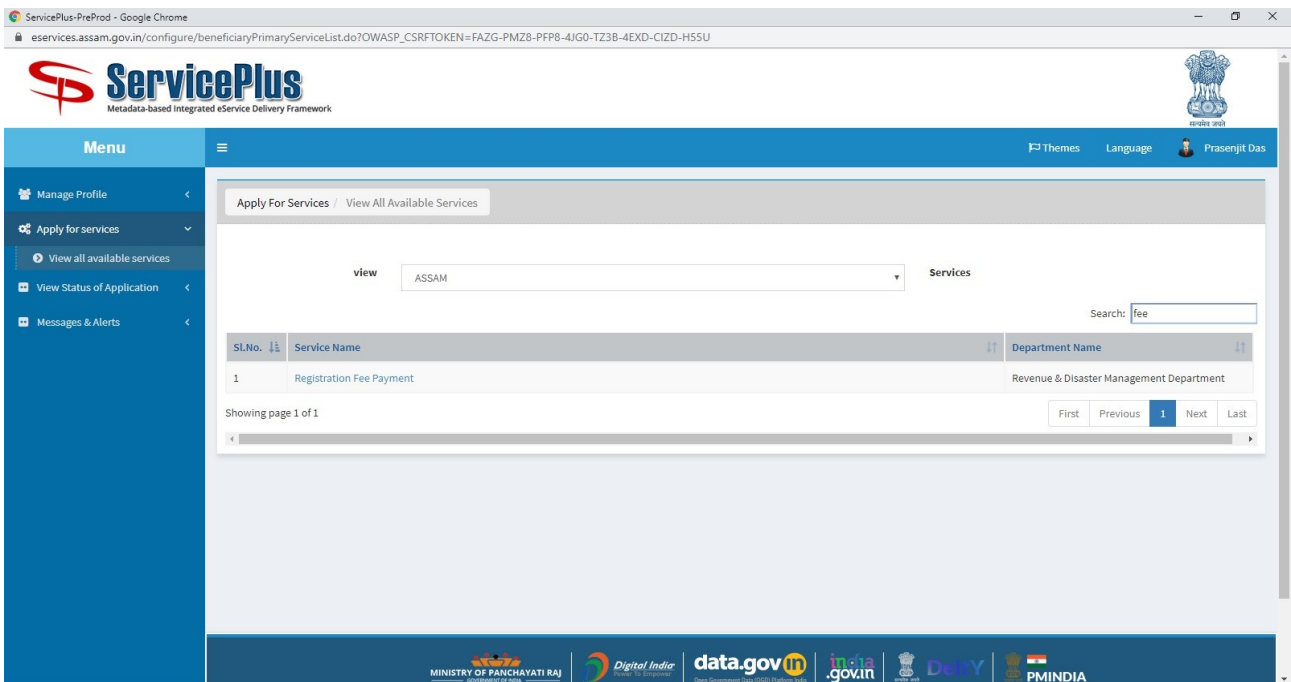




**STEP 9:** To view all available services click on **“Apply for services”** -> **“View all available services”**.



**STEP 10:** Type in the desired name of the service to apply, in the **“Search”** box on the right-hand side of the web application, for example we type in **“fee”** and click on the **“Registration Fee Payment”** service link to apply for it.





## STEP 11: Fill the form with requested user details.

ServicePlus-PreProd - Google Chrome  
eservices.assam.gov.in/configure/renderApplicationForm.do?serviceld=1320001&UID=f90409e5-eed7-497e-93ca-b4f98d9fe599&OWASP\_CSRFTOKEN=FAZG-PMZ8-PFP8-4JG0-TZ38-4EXD-CIZD-H55U&applLimitFlag=N

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

Menu Themes Language Prasenjit Das

### Details of Applicant

**Name of the Applicant \***

**Father's Name \***

This field is required.

**Mobile Number \***

**E-Mail**

**Address of the Applicant \***

### Office Details

**Select office \***

Please Select

### Fee Details

**Registration Fee \***

## STEP 12: Enter the CAPTCHA and proceed with “Submit”

ServicePlus-PreProd - Google Chrome  
eservices.assam.gov.in/configure/renderApplicationForm.do?serviceld=1320001&UID=a5f2aa64-12d6-469a-b348-283d7516c2f&OWASP\_CSRFTOKEN=OHPA-1A17-6RKB-6XNR-EM55-HTOY-CS00-4OTJ&applLimitFlag=N

Menu Themes Language Prasenjit Das

### Details of Applicant

**Name of the Applicant \*** Arup Das

**Father's Name \*** Arup Das

**Mobile Number \*** 9864098640

**E-Mail**

**Address of the Applicant \*** Arup Das

### Office Details

**Select office \*** Kokrajhar

### Fee Details

**Registration Fee \*** 100

### Additional Details

**Apply to the office \*** Sub Registrar Office(Sub Registrar- Kokrajhar ) - Rural/Urban

**Word verification**

45t5tE  
Please enter the characters shown above

45t5tE



**STEP 13:** The user details entered will be displayed in the following page, if the information is correct proceed with **“Make Payment”**, otherwise modification to the form can be done by using the **“Edit”** option as displayed below.

The screenshot shows the 'Details of Applicant' page in the ServicePlus portal. The page displays the following information:

Details of Applicant	
Application Reference No :	Draft_IJR-FEE%2019%200073
Name of the Applicant :	Amit Das
Father's Name :	Anup Das
Mobile Number :	9864028840
Address of the Applicant :	Amit Das
Office Details	
Select office :	Kokrajhar
Fee Details	
Registration Fee :	100
Additional Details	
Apply to the Office	Sub Registrar Office(Sub Registrar- Kokrajhar )

At the bottom of the form, there are several action buttons: **Edit**, **Make Payment**, **Cancel**, **Print**, **Export to PDF**, and **Click here to initiate new application**. The page also shows a timestamp '19/12/2019 08:50:19 IST' and a URL 'http://eservices.assam.gov.in/configure'.

**STEP 14:** Proceed with **“Make Payment”**.

The screenshot shows the 'PAYMENT DETAILS' page in the ServicePlus portal. The page displays the following information:

PAYMENT DETAILS	
Mode Of Payment	<input checked="" type="radio"/> EGRAS Assam
Total Amount to be paid (in Rs.)	100.0

At the bottom of the form, there are three action buttons: **Make Payment**, **Reset**, and **Cancel**. The page also shows a timestamp '19/12/2019 08:50:19 IST' and a URL 'http://eservices.assam.gov.in/configure/paymentInfo.do?paymentOption=ERR&applId=10165&date=Thu+Dec+19+20%3A51%3A02+IST+2019&refNo=Draft\_IJR-FEE%2F2019%2F00073&hashKey=2150691980e5cb4c4d22ca40d08c113da8d8532009f5...'.



## STEP 15: Select “Bank Name” and “Proceed for Payment”.

Payment For : **Inspector General of Registration (REV-SP)** | <http://eservices.assam.gov.in/configure/egrasASResponse.do>

Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway
Scheme	0030-03-104-0000-000
Tin No. / Tax ID	
Dealer Name	Amit Das
Department ID	IGRPP364
Challan Amount	₹ 100
Receipt Financial Year	2019-2020
Payment Period	One Time
Select Bank *	GRAS BANK

All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using GRAS BANK  
**Note\***. Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.  
Refund of challan will be processed by respective Department.

Agree  Disagree

Available Banks in GRAS: **AXIS BANK**

Modes of Payment:  e-Payment  Payment Across Bank Counter

Directorate of Accounts & Treasuries, Assam, India  
Site Designed & Developed By National Informatics Center, Pune.  
Copyright © 2009-2013 Copyright © 2009-2013.

For any queries, please contact at [doat-assam\[at\]gov\[dot\]in](mailto:doat-assam[at]gov[dot]in)  
Server : 01

## STEP 16: The next page will display the generated “GRN Number” .

uatgras.assam.gov.in says

Your GRN Number is  
AS000002668201920E  
Note Down Your GRN Number For Future Reference





## STEP 17: Now proceed by clicking on “Submit Success”.

https://uatgras.assam.gov.in/challan/views/frmTestBank.php - Google Chrome  
uatgras.assam.gov.in/challan/views/frmTestBank.php

frmBankParameter.php

Test Bank Site	
GRN No.	AS000002668201920E
Bank Name	TEB
Party Name	Amit Das
Txn No.	
AMOUNT	100
Office CODE	IGR013

[Submit Success](#) [Submit Pending](#) [Submit Failed](#) [Submit Abort](#) [Exit Without Posting Data to GRAS](#) [Update at GRAS and Exit](#) [Submit Counter Payment](#)

## STEP 18: An acknowledgement form will be generated for the applied service and a print of it should be taken for future reference.


ServicePlus-PreProd - Google Chrome  
Not secure | eservices.assam.gov.in/configure/egrasASResponse.do

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

Menu: Manage Profile, Apply for services, View all available services, View Status of Application, Messages & Alerts

Themes | Language | Prasenjit Das

### APPLICATION ACKNOWLEDGEMENT

  
Application Acknowledgment

Date: 19/12/2019  
Dear Amit Das,  
Your payment has been submitted successfully to Sub Registrar Office(Kokrajhar),assam.


#### Application Summary

Application Reference Number is IGR-FEE(2019)00060

Payment Details:

GRN	AS000002668201920E
CIN	02003942019121918627
Txn Date	20191219081252
Bank Code	TEB
Amount	100.00
Status	Y

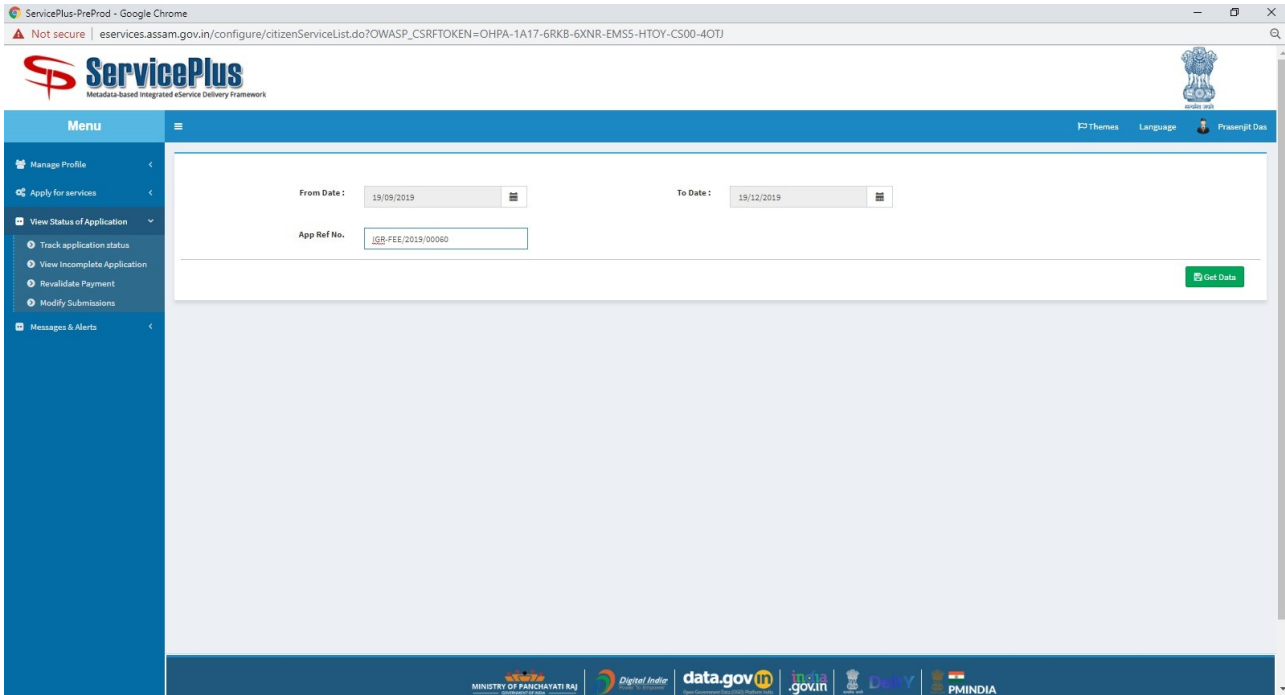
Your application was received by Online mode on 19/12/2019



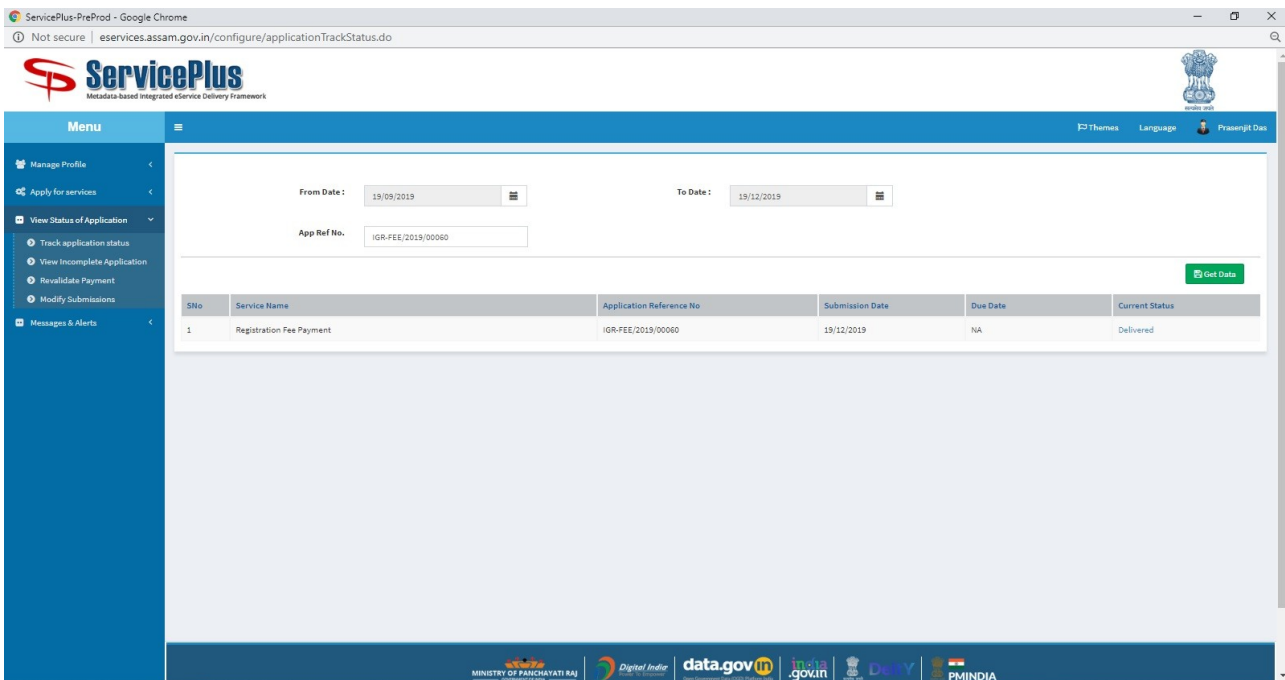
[Print](#) [Export to PDF](#) [Close](#)



**STEP 19:** To track status of an applied service kindly go to **“View Status of application”** -> **“Track application status”**.

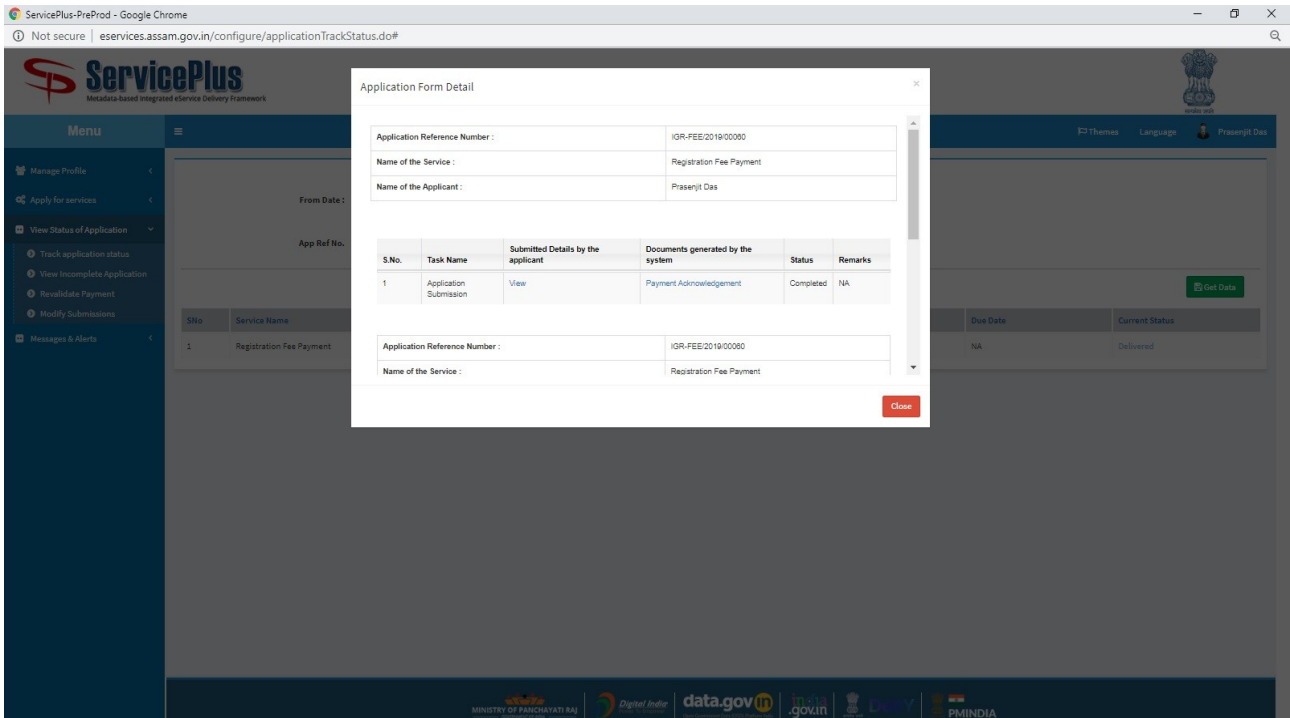


**STEP 20:** Enter the application reference number of the applied service in the **“App Ref No.”** and click **“ Get Data”** to get details of the application.





**STEP 21:** Click on the Service name to view the current status and other details of the applied service.



-----X-----