

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

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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.

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		Full Name *	
		A John Doe	
		Email Id *	
		jakofe8635@mail3x.net	
		Mobile No.	
		□ +91 9864098640	
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	Tra	ASSAM	Fill Application
		Captcha	
		_	
		Validate	
	Boiler Steam Test	Certified Copy of Registered Sale Deeds	
	Building Permission	Certified Copy Of Mutation Order	

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

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Connecting	Certified Copy Of Mutation Order	*



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.

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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".**

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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.

eservices.assam.gov.in/configure/beneficiaryPrimaryServiceList.do?OWASP_CSRFTOKEN=FAZG-PMZ8-PFP8-4JG0-TZ3B-4EXD-CIZD-H55U			
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STEP 11: Fill the form with requested user details.

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 Messages & Alerts 	Mobile Number ' E-Mail			
	Address of the Analizant *			
	Office Details			
	Select office '			
	Please Select			
	Fee Details			
	Registration Fee *			

STEP 12: Enter the CAPTCHA and proceed with "Submit"

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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.

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	Mobile Number :	0854008540	
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	Office Details		
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	Fee Details		
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	Additional Details		
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STEP 14: Proceed with "Make Payment".

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			Make Payment OReset Cancel



STEP 15: Select "Bank Name" and "Proceed for Payment".

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	Scheme	0030-03-104-0000-000	1001
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	Dealer Name	Amit Das	
	Department ID	IGRPP364	1 146
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STEP 16: The next page will display the generated **"GRN Number"**.





STEP 17: Now proceed by clicking on "Submit Success".

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GRN No.	AS00002668201920E		
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Party Name	Amit Das		
Tin No.			
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Office CODE	IGR013		
Submit Sucess Submit Pending Submit Failed Submit Abort Exit Without P	osting 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.





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

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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.

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

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