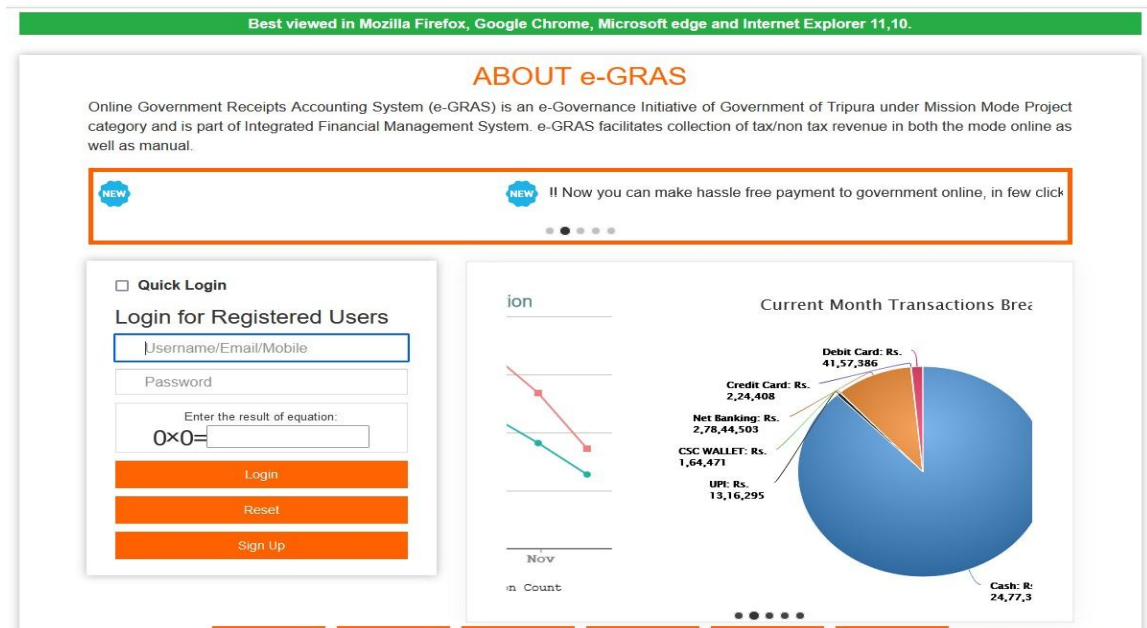


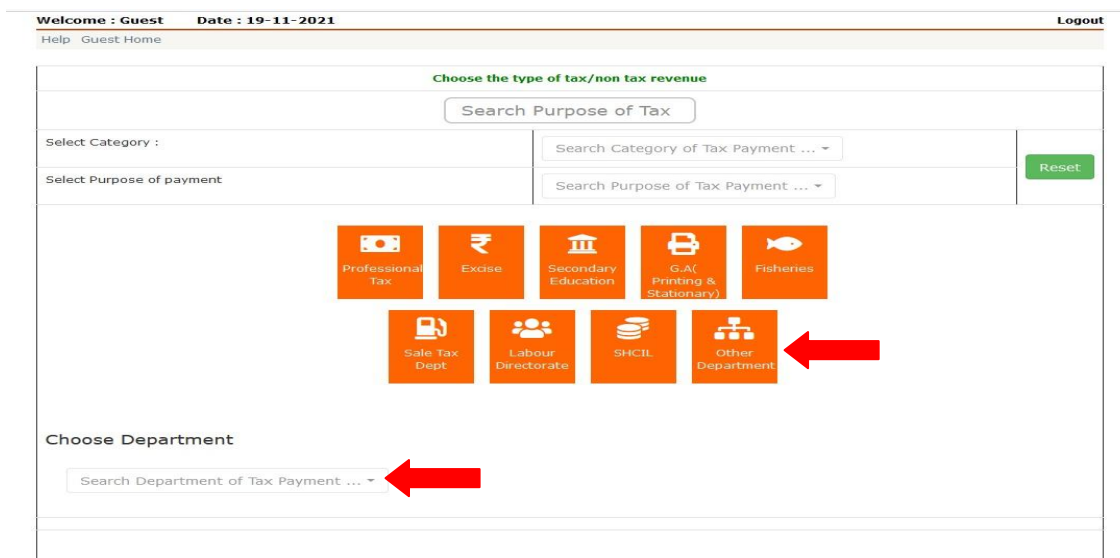
# HELP DOCUMENTATION FOR MAKING ONLINE PAYMENT OF COURT FEES

## IN E-FILING OF CASES BEFORE THE HIGH COURT OF TRIPURA

- 1) Please visit the e-Grass Portal (<https://www.egras.tripura.gov.in>) from any web browser like Google Chrome, Mozilla Firefox etc.
- 2) The e-Grass home page will look like this –



- 3) Click on the “Quick Login” option to login as a GUEST USER.
- 4) Now, click on the “Other Department” button of the webpage.
- 5) It will provide another option “Choose Department”.
- 6) The next screen that will be displayed will look like the below image.



- 7) If you are paying Court Fees for e-Filing of a case before the High Court of Tripura, please choose Department as **“High Court of Tripura – HCT”**. For District Judiciary of Tripura, choose Department as **“Law (Legal Affairs) – LEG”**.
- 8) After the selection of Choose Department another drop down menu will appear as **“Choose Major Head”**.
- 9) From the drop down menu i.e. “Choose Major Head”, please select the Head of Account i.e. **“Other Administrative Services”**.
- 10) Screenshot is shown below –

Welcome : Guest    Date : 20-01-2022    Logout

Help   Guest Home

Choose the type of tax/non tax revenue

Search Purpose of Tax

Select Category :    Search Category of Tax Payment ...

Select Purpose of payment    Search Purpose of Tax Payment ...    Reset

Professional Tax    Excise    Secondary Education    G.A( Printing & Stationary)    Fisheries

Sale Tax Dept.    Labour Directorate    SHCIL    Other Department

Choose Department    Choose Major Head

High Court of Tripura-HCT    Search Major Head of Tax Payment ...

0070-Other Administrative Services  
0075-Miscellaneous General Services

Now you can make any type of Government payment while sitting in your office or home.

- 11) On selection of Major Head another drop down menu will appear as **“Choose Budget Head / Purpose”**.
- 12) From the drop down menu of **“Choose Budget Head / Purpose”** select respective head like for Court Fees, select **“0070-01-800-48-50-Other Miscellaneous Receipts”**. Screenshots are shown below –

Search Purpose of Tax Payment ...

Professional Tax, Excise, Secondary Education, G.A. (Printing & Stationary), Fisheries, Sale Tax Dept., Labour Directorate, SHCIL, Other Department

Choose Department: High Court of Tripura-HCT

Choose Major Head: 0070-Other Administrative Services

Choose Budget Head/Purpose: 0070-01-800-48-50-Other Miscellaneous Receipts

Submit Reset

Now you can make any type of Government payment while sitting in your office or home.

Search Purpose of Tax Payment ...

Professional Tax, Excise, Secondary Education, G.A. (Printing & Stationary), Fisheries, Sale Tax Dept., Labour Directorate, SHCIL, Other Department

0070-01-102-48-01-Fines and Forfeitures

0070-01-501-48-01-Services and Service Fees

0070-01-800-48-50-Other Miscellaneous Receipts ✓

0070-60-110-90-01-Fees for Government Audit

0070-60-112-90-01-Emigration Fees

0070-60-113-90-01-Copyright Fees

0070-60-114-90-01-Receipts from Motor Garages etc.

0070-60-115-90-01-Receipts from Guest Houses, Government Hostels etc.

0070-60-118-90-01-Receipts under Right to Information Act, 2005

0070-60-800-90-50-Other Miscellaneous Receipts

0070-01-800-48-50-Other Miscellaneous Receipts

Submit Reset

(i) Log in at the site <https://egras.tripura.gov.in> by using "guest" as user id and password. However if you want to maintain a complete record of transactions carried by you, then you should get yourself registered online on this site by providing some simple information.

- 13) Then click on "Submit" button.
- 14) After clicking "Submit" button it will re-direct you to the "Payee Details" page.
- 15) Screenshot is shown below –

## Payee Details

Star (\*) Indicates mandatory fields.

Department	High Court of Tripura	Profile Name	Guest
------------	-----------------------	--------------	-------

BudgetHead	Other Miscellaneous Receipts(0070-01-800-48-50)	* ₹	Scheme Amount
------------	---	-----	---------------

Total Amount:

₹	
---	--

### Payment Details

* Type Of Payment	Year(Period)
Select any Payment Mode	2021-22

### Tenure Details

* Period Type
-Select Period-

* District	* Office Name
--Select Location--	

### Personal Details

* Full Name in English:	PAN Card Number:
Enter Full Name	Enter PAN Number

* Payee's Address	* Remarks for Payment

### Personal Details

* Full Name in English:	PAN Card Number:
Abhishek Dasgupta	Enter PAN Number

* Payee's Address	* Remarks for Payment
Kunjaban Colony, Agartala	Payment of Court Fees

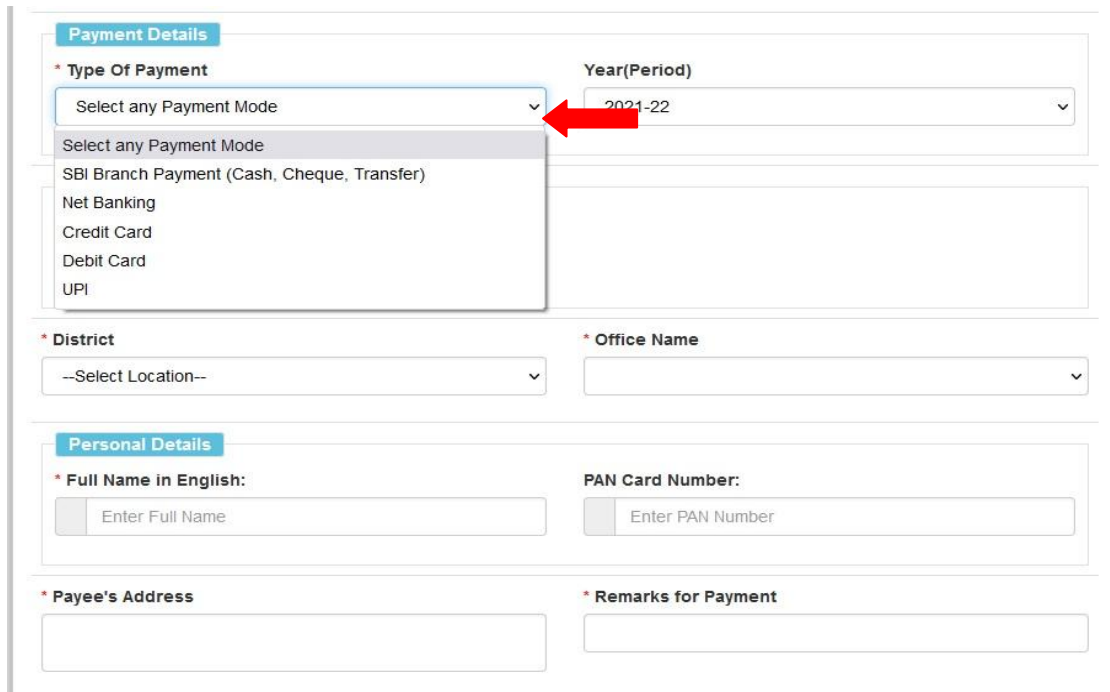
Town/City/District	Pincode	Email(Optional) :
		xyz123@gmail.com

* Mobile :	Generate OTP	* One Time Password :
91+ 9774450179		230455

Logout Home

Save & Continue

- 16) All the necessary details of the “Payee Details” Page need to be filled up like Type of Payment, Year, Amount, Period Type, District, Office Name, Full Name, Payee Address, Remarks for Payment, Mobile No. etc.
- 17) There are 5 (five) options available in “Type of Payment” drop down menu. You need to select any one. Screenshot is shown below –



**Payment Details**

\* **Type Of Payment**

Select any Payment Mode

Select any Payment Mode

SBI Branch Payment (Cash, Cheque, Transfer)

Net Banking

Credit Card

Debit Card

UPI

**Year(Period)**

2021-22

\* **District**

--Select Location--

\* **Office Name**

**Personal Details**

\* **Full Name in English:**

Enter Full Name

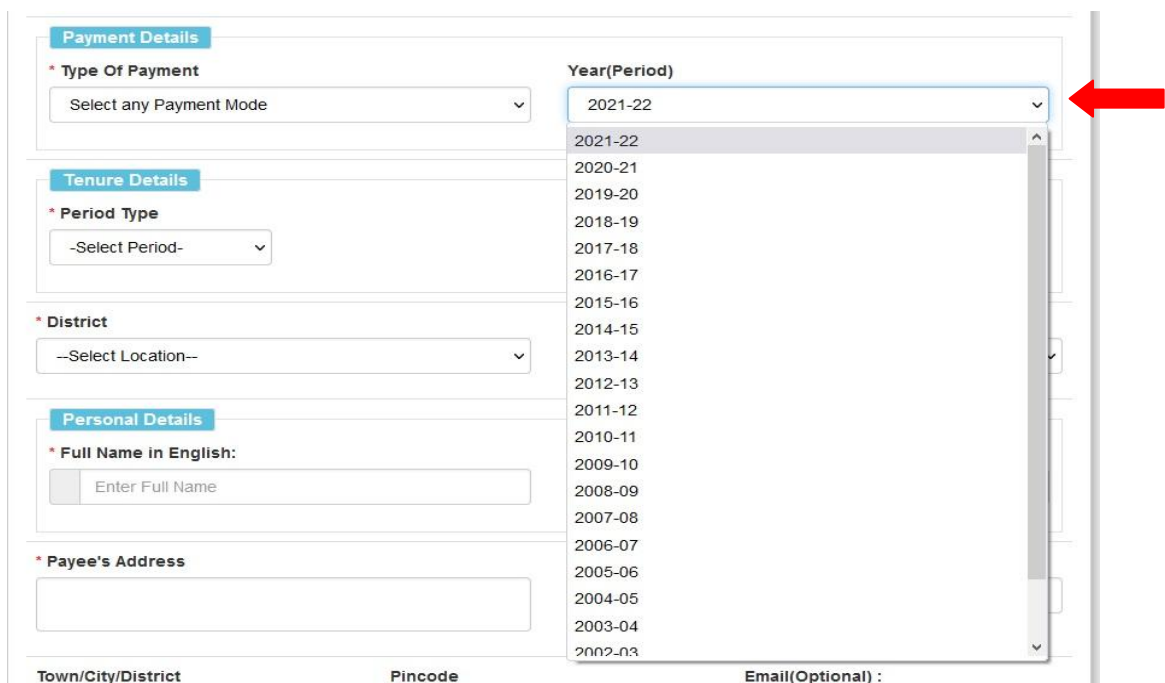
**PAN Card Number:**

Enter PAN Number

\* **Payee's Address**

\* **Remarks for Payment**

- 18) In respect of Year (Period), current financial year need to be selected. Screenshot is shown below –



**Payment Details**

\* **Type Of Payment**

Select any Payment Mode

**Year(Period)**

2021-22

2021-22

2020-21

2019-20

2018-19

2017-18

2016-17

2015-16

2014-15

2013-14

2012-13

2011-12

2010-11

2009-10

2008-09

2007-08

2006-07

2005-06

2004-05

2003-04

2002-03

**Tenure Details**

\* **Period Type**

--Select Period--

\* **District**

--Select Location--

**Personal Details**

\* **Full Name in English:**

Enter Full Name

\* **Payee's Address**

**Town/City/District**

**Pincode**

**Email(Optional) :**

19) Thereafter, Period Type need to be selected as shown below –

**Payment Details**

\* **Type Of Payment**  
Select any Payment Mode

**Year(Period)**  
2021-22

**Tenure Details**

\* **Period Type**  
-Select Period-  
-Select Period-  
ANNUAL  
HALF YEARLY  
MONTHLY  
QUARTERLY  
DAILY / ONE TIME

\* **Office Name**

\* **Full Name in English:**  
Enter Full Name

**PAN Card Number:**  
Enter PAN Number

\* **Payee's Address**

\* **Remarks for Payment**

20) If the payment is related to Court Fees then “Daily / One Time” option need to be selected.

21) Then District Name and Office Name need to be selected. Screenshots are shown below –

**Payment Details**

\* **Type Of Payment**  
Select any Payment Mode

**Year(Period)**  
2021-22

**Tenure Details**

\* **Period Type**  
-Select Period-

\* **District**  
--Select Location--  
--Select Location--  
Dhalai  
Gomati  
Khowai  
North Tripura  
Sepahijala  
South Tripura  
Unakoti  
West Tripura

\* **Office Name**

**PAN Card Number:**  
Enter PAN Number

\* **Remarks for Payment**

**Town/City/District** **Pincode** **Email(Optional) :**

**Payee Details**

Star (\*) Indicates mandatory fields.

Department	High Court of Tripura	Profile Name	Guest
BudgetHead	Other Miscellaneous Receipts(0070-01-800-48-50)	Scheme Amount	

Total Amount:

₹

**Payment Details**

\* Type Of Payment: Net Banking  
Year(Period): 2021-22

**Tenure Details**

\* Period Type: DAILY / ONE TIME

\* District: West Tripura  
\* Office Name: --Select Office--  
99001-New Secretariat, Tripura  
9037-High Court of Tripura, Agt

**Personal Details**

\* Full Name in English: Enter Full Name  
\* Enter PAN Number

\* Payee's Address  
\* Remarks for Payment

- 22) Then next step is “Payee’s Full Name” need to be typed, PAN number is to be given (if available), “Payee’s Address need to be given.
- 23) Then in the “Remarks for Payment” option the USER need to type “Payment of Court Fees” if the USER is making the payment for Court Fees.

**Personal Details**

\* Full Name in English: Abhishek Dasgupta  
PAN Card Number: Enter PAN Number

\* Payee's Address: Kunjaban Colony, Agartala  
\* Remarks for Payment: Payment of Court Fees

Town/City/District: Pincode: Email(Optional): xyz123@gmail.com

\* Mobile: 91+ 9774450179  
Generate OTP  
\* One Time Password: 230455

Logout Home Save & Continue

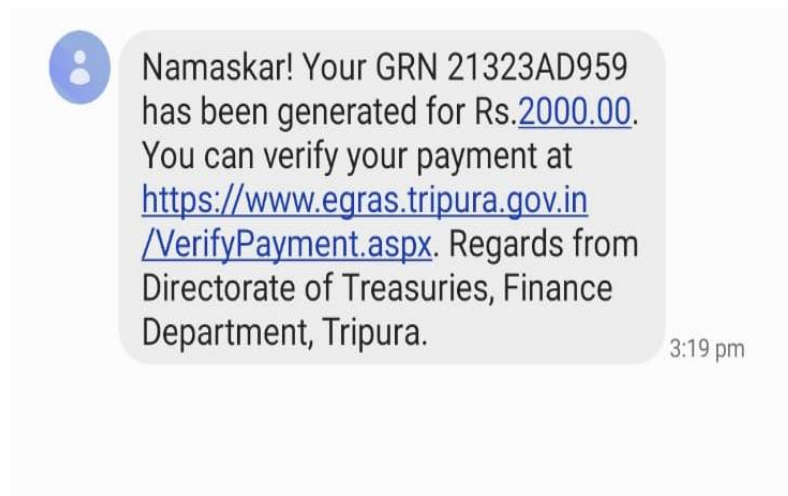
- 24) Thereafter, USER need to type the mobile number in the “Mobile” field.
- 25) After giving the mobile number the user concerned need to generate OTP by clicking on the “Generate OTP” button.
- 26) OTP will be received in the concerned mobile phone of the user and the same OTP need to be typed in the “One Time Password” field which is next to “Generate OTP” button and then need to click on “Save & Continue” button for next operation. Screenshot is respect of the OTP received through SMS is shown below –



- 27) On clicking “Save & Continue” button, this screen will appear on the screen –



- 28) Another SMS will be received by the USER in the mobile about the GRN number. Screenshot is shown below –



- 29) Concerned USER need to note down the GRN Number for future references.  
30) Then “OK” button need to be clicked.  
31) After clicking OK button this screen will appear as shown below –

**E-CHALLAN**  
Treasury Payment  
Government of Tripura

**Payee Details**

GRN	22020AA993	Date	20-01-2022						
Department	High Court of Tripura								
Payment Mode	Online (Net Banking)	PRAN/GPF/PayeeCode/TIN/ Act.No./VehicleNo./Taxid(If Any)							
Office Name	High Court of Tripura, Agt (04-00-9037)	PAN No.(If Applicable)							
Treasury	Agartala Treasury No-II	Full Name	abhishek Dasgupta						
Year (Period)	(2021-22) One Time	Address	Agartala, West Tripura						
Town/City/District	PIN								
<table border="1"><thead><tr><th>SNo.</th><th>Budget Head/Purpose</th><th>Amount in Rs.</th></tr></thead><tbody><tr><td>1</td><td>0070-01-800-48-50</td><td>10</td></tr></tbody></table>		SNo.	Budget Head/Purpose	Amount in Rs.	1	0070-01-800-48-50	10		
SNo.	Budget Head/Purpose	Amount in Rs.							
1	0070-01-800-48-50	10							
Particulars(If Any)	Payment of Court Fees	Deduct:Commission	0						
Amount In Rs	Ten Rupees and Zero Paisa Only	Total/NetAmount	₹ 10.00						
		SBI Aggregator	<b>Continue</b>						

\*Amount Not Refundable.

- 32) The above screen is Treasury Payment receipt.  
33) Now, the USER need to click on the “Continue” button as shown in the above image to make the payment as selected above in the Type of Payment.  
34) After clicking “Continue” button this screen will appear as shown below –

Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Wallets

SBI Branch Payment

Popular Banks

☐ SBI

All Banks

Please Select

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Order No.: 21323AD959

Merchant Name: eGras Tripura Finance Dept

Amount: 2000.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

You can check the transaction status using the following link - [Click Here](#)



- 35) By using the SBI e-Pay page the concerned USER need to make the payment for their respective GRN number. Payment Type will be selected as default as per the selection of the USER in the Payee Details page.
- 36) After making successful payment take a printout of the receipt or store the payment receipt in a safe location for future transactions. The screenshots related to payment are given below -

Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Wallets

SBI Branch Payment

Popular Banks

☐ SBI

All Banks

Please Select

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Order No.: 21323AD959

Merchant Name: eGras Tripura Finance Dept

Amount: 2000.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

You can check the transaction status using the following link - [Click Here](#)



## LOGIN

(CARE: username and password are case sensitive)

☒ Personal Banking
   
☐ Corporate Banking / yono BUSINESS

User Name \*

Password \*

### ONLINE VIRTUAL KEYBOARD

~	!	@	#	\$	%	^	&	*	(	)	_	+
`	2	7	4	1	5	8	6	9	0	3	-	=
r	q	w	t	e	o	y	i	u	p	{	}	
d	s	f	g	a	k	l	h	j	[	]	\	/
v	z	x	c	n	m	b	<	>	;	:	'	"
CAPS LOCK						CLEAR			.	,	?	

**DISCLAIMER:**

The privacy of contract is between you and the service provider. Bank is only facilitating a payment mechanism and is not responsible for any deficiency by the service provider.

- ☒ [Click here](#) to abort this transaction and return to the eGras Tripura Finance Dept site.
- ☒ Mandatory fields are marked with an asterisk (\*)
- ☒ Do not provide your username and password anywhere other than in this page.
- ☒ Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- ☒ **Reversal / Refund of failed merchant payments usually takes 1 - 2 days. Kindly wait for minimum 24 hours before raising a complaint.**

This site uses highly secure 256-bit encryption certified by VeriSign

SBI

SBI  
ONLINE

Your previous site visit : 16-Nov-2021 16:15 IST

Welcome **Mr. PRASENJIT PAUL** LOGOUT

20-Nov-2021 [04:33 PM IST]

### eGras Tripura Finance Dept

You can debit any of your transaction accounts to pay eGras Tripura Finance Dept.

Select an account and enter eGras Tripura Finance Dept payment details

Account No. / Nick name	Account Type	Branch
<input checked="" type="radio"/> PrasuMainPrasuMain	Savings Account	TLA HOUSE

Selected Account	PrasuMainPrasuMain
------------------	--------------------

#### Payment Detail

Your Reference No	2472318035617
Amount	6.90
Amount in word	Six Rupees and Ninety Paise only

## eGras Tripura Finance Dept

✓ Your payment was successful

## Account Details

Reference No. IGAMLOFFH9  
Debit Account No. 0000010320377015  
Your Reference No. 2472318035617  
Amount INR 6.90  
Amount in Words Six Rupees and Ninety Paise only  
Status Completed Successfully  
Debit Branch TLA-HOUSE  
Date - Time 20-Nov-2021 16:34 IST

[Click here](#) to return to the eGras Tripura Finance Dept site. Else, you will be automatically redirected to the eGras Tripura Finance Dept site in 5 seconds.



Welcome : guest Date : 20-11-2021

[Logout](#)
[Home](#)

Challan Status	
GRN	21324AE091
Amount	1
Bank Payment ID/CIN	10003102021112000307
Ref.No.	IGAMLOFFH9
Date	20-11-2021 16:31:53
Status	SUCCESS
Bankcode	SBIN
	<a href="#">Go For Print</a>

37) The final payment receipt which will be generated after doing the successful payment is shown below –

E - CHALLAN Government of Tripura (Candidate Copy)		E - CHALLAN Government of Tripura (XOI Dept Copy)	
GRN :	21324AED091	Date:	20 Nov 2021 16:26:14
Office Name:	High Court of Tripura		
Treasury:	Agartala Treasury No-I		
Period:	(2021-22) One Time		
Head of Account		Amount	₹
0070 01 800 48 50			1
GDD Code:		9037 High Court of Tripura	
Deduction Amount:		₹	0
TotalNet Amount:		₹	1
₹ One only			
TENDERER'S DETAIL			
GPF/PRAN/TIN/Acct. no./VehicleNo/TaxId:-			
PAN No:			
Tenderer's Name: abhishek Dasgupta			
Address: Kunjaban Colony, Agartala			
Particulars: Payment of Court Fees			
Cheque/DD-Details:			
Depositor's Signature			
FOR USE IN RECEIVING BANK			
Bank CIN/Ref No : 10003102021112000307			
Payment Date : 20/11/2021			
Bank: SBI Aggregator			
Status: Success			

38) Now, the E-Challan of Court Fees needs to be uploaded in the e-Filing portal at the time of filing of the case for which the Court Fees have been paid.