

**GOVERNMENT OF JAMMU AND KASHMIR  
OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION,  
JAMMU/KASHMIR**

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**Subject: Payment of Registration Fee through JK-GRAS.**

**Circular No: 01 - REG of 2024**

**Dated: 04.04.2024**

The Jammu and Kashmir Government Receipt Accounting System (JK-GRAS) is an online portal (<https://jkgras.jktreasury.gov.in/>) developed by the NIC J&K for receipt of various remittances for services rendered by various Government Departments. For availing the following services in the Jammu and Kashmir Registration Department, registration fees, as prescribed in S.O. 243 of 2020 dated 04.08.2020 of the Revenue Department, are deposited by the citizens through the JK-GRAS software:

- i. Document registration.
- ii. Conduct of Search and Issuance of Certified Copy/Encumbrance Certificate.
- iii. Issuance of a copy of a copy.
- iv. For attending private residencies under Section 31 of the Registration Act, 1908 (Home Visit).

2. In respect of services at S.Nos. (i) and (iv) above, citizens have the option of paying registration fees either through JK-GRAS or through the e-Payment Gateway of the J&K Bank, as the two services are offered through the National Generic Document Registration System (NGDRS). However, in respect of S.Nos.(ii) and (iii), the services are offered offline (outside NGDRS) and, therefore, the payment option is available only through JK-GRAS.

3. The user-IDs and passwords of the JK-GRAS portal have already been allotted to each Sub Registrar. The portal provides MIS reports as well as option for verification/defacement of challans against which services are offered. The defacement of challans in lieu of services offered offline (outside NGDRS) requires special attention. Prompt verification/defacement of e-GRAS challans ensures their proper accounting and guards against their misuse or reuse thereby preventing revenue loss to the Government exchequer.

4. It is, therefore, impressed upon all the Sub Registrars to:

- i. ensure proper verification and defacement of e-GRAS challans before providing any of the services mentioned in para (ii) above to the citizens. An account of the

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services rendered may be produced in a monthly report to be submitted by all the Sub Registrars to the concerned Additional Inspector General of Registration (AIGR) as per the format given in the Annexure-'A' to this circular by 5<sup>th</sup> of every month. The AIGR Kashmir/Jammu shall, thereafter, submit a consolidated monthly report of Sub Registrars of their divisions to IGR office by 8<sup>th</sup> of every month for purposes of accounting and reconciliation by the accounts wing in the IGR office.

- ii. analyze the previous records (documents registered, certified copies/Encumbrances Certificates issued/copy of copy issued/Home Visits conducted) of their offices to ensure that all e-GRAS challans against which services have been provided are defaced thereby leaving no scope for their re-use/misuse. This has also reference to communication No: IGR/Gen/35/2024/705 dated 28.02.2024 of this office.

All the Sub Registrars will ensure strict adherence to the aforesaid instructions.

Sd/-

Inspector General of Registration, J&K.

Dated: 04.04.2024

No: IGR/Gen/35/2024/09

Copy to:

1. Secretary to Government, Revenue Department for kind information.
2. Secretary to Government, Department of Law, Justice & Parliamentary Affairs.
3. Mr. Rajesh D. Bhusari, HoD, SDU NIC Pune.
4. SIO NIC J&K.
5. AIGR, Kashmir for information and necessary action.
6. AIGR, Jammu for information and necessary action.
7. Mr. Rajesh Kumar, Scientist -E and in-charge JK-GRAS, NIC J&K.
8. Registrars (All)
9. Sub Registrars (All)
10. Chief Accounts Officer, IGR office for information and necessary action.
11. In-charge website/e-office with the remark to send the copy of the circular to all concerned officers through e-office as well as email and also upload a copy on the departmental website.
12. Circular file/stock file.



Tehsildar Hqr,

O/o Inspector General of Registration, J&K



Annexure- A

**Defacement report against the services provided for the month of .....**

Name of SR Office	GRN No.	Date	Name of payee	Amount	Defacement ID	Paid for: a. Document Registration b. Encumbrance certificate/search c. Certified Copy d. Copy of a copy e. Home Visit	Token No. (if used in document registration)	Remarks

170