



## **HIGH COURT AT CALCUTTA**

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

**W.E.F 01.12.2021, E-payment of Court Fees is enabled for the following Subordinate Courts in West Bengal.**

- a. **City Civil Court West Bengal**
- b. **Commercial Court at Rajarhat**
- c. **Commercial Court at Alipore**
- d. **Commercial Court at Asansol**
- e. **Commercial Court at Siliguri**

**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 -**

For online process the S.O.P published in the website of the Calcutta High Court on 12.07.2021 shall apply *mutatis mutandis*.

### **Note for the Clerical Staff 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.