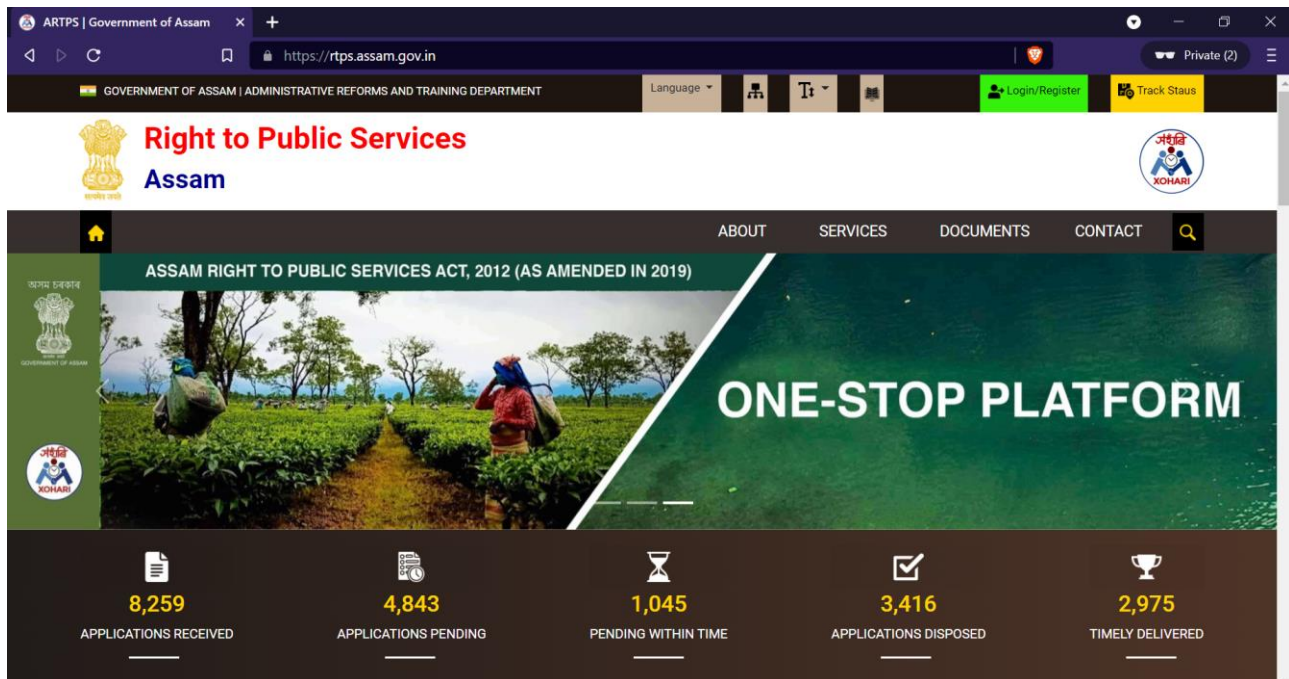




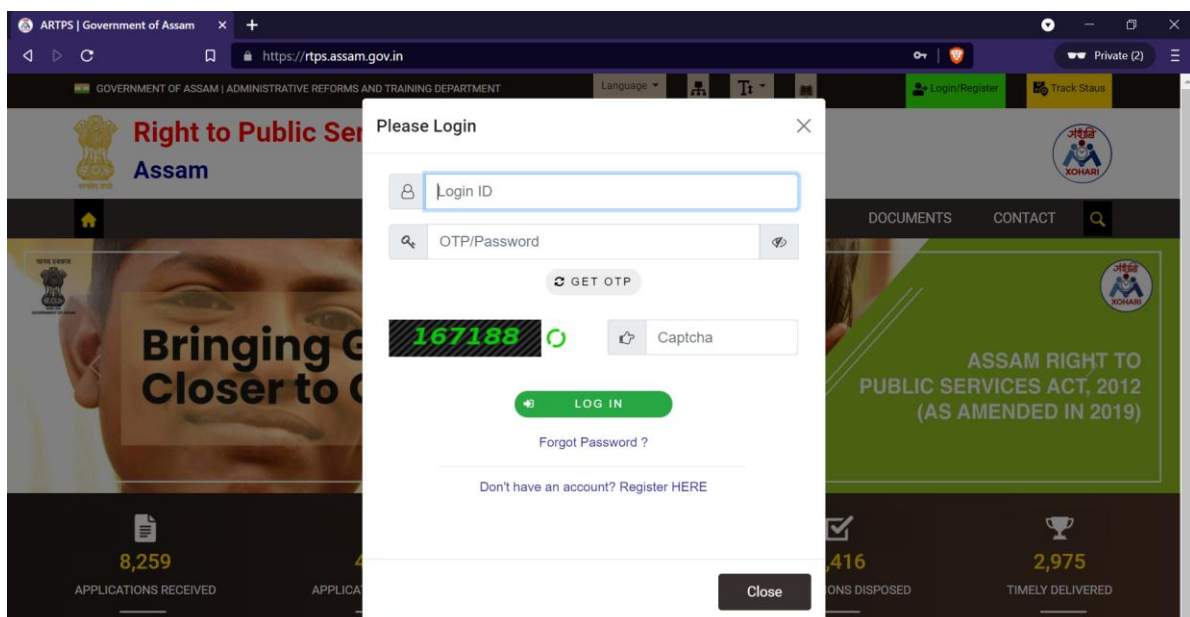
STEP 1: Log on to <http://rtps.assam.gov.in>



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.

The screenshot shows a web browser window displaying the 'Citizen Registration' form on the ARTPS website. The form fields are filled with the following information:

- Full Name:** John Doe
- Email Id:** john@example.com
- Mobile No.:** +91 9988776655
- Password:** [Redacted]
- State:** ASSAM

A note below the password field states: "Note: Password should be 8 to 15 characters with at least one special character (*[@#%&+*=]), one numeric, one small case and one upper case letter (i.e Abcd@123)".

At the bottom of the form, there is a CAPTCHA image showing the number '339459' and a 'SUBMIT' button.

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

The screenshot shows the 'Citizen Registration Submit' page on the ARTPS website. The form fields are filled with the following information:

- Email Id:** retore2249@mtlcz.com
- Mobile No.:** +91 9988776655

A 'RESEND (0/2)' button is visible next to the Email OTP field.

A 'Verification!' popup window is displayed in the foreground, containing the following text:

Verification!

An OTP with a Verification Link has been send to your email ID retore2249@mtlcz.com & mobile no 9988776655. Please note that the OTP received is for single use only and is valid for 15 minutes from the time of request.

Whereas, the verification link is valid for 48 hours from the time of request. Please note that, if you receive the OTP after 15 minutes, you can click verification link within 48 hours to activate your account.

An 'OK' button is located at the bottom right of the popup.



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

The screenshot shows a web browser window with the URL <https://rtps.assam.gov.in/services/citizenRegistrationSubmit.html>. The page contains the following fields and buttons:

- Email Id:** A text input field containing "john@example.com".
- Email OTP *:** An empty text input field with a green "RESEND (0/2)" button to its right.
- Mobile No.:** A text input field containing "+91 9988776644".
- Mobile OTP *:** An empty text input field with a green "RESEND (0/2)" button to its right.
- Buttons:** A green "VALIDATE" button and a yellow "BACK" button.

Below the form, there is a note: "Note: It may be possible that, due to heavy load on servers, OTP and Verification link notification does not get delivered on time. If not received, you can close this window and follow any of the below option:"

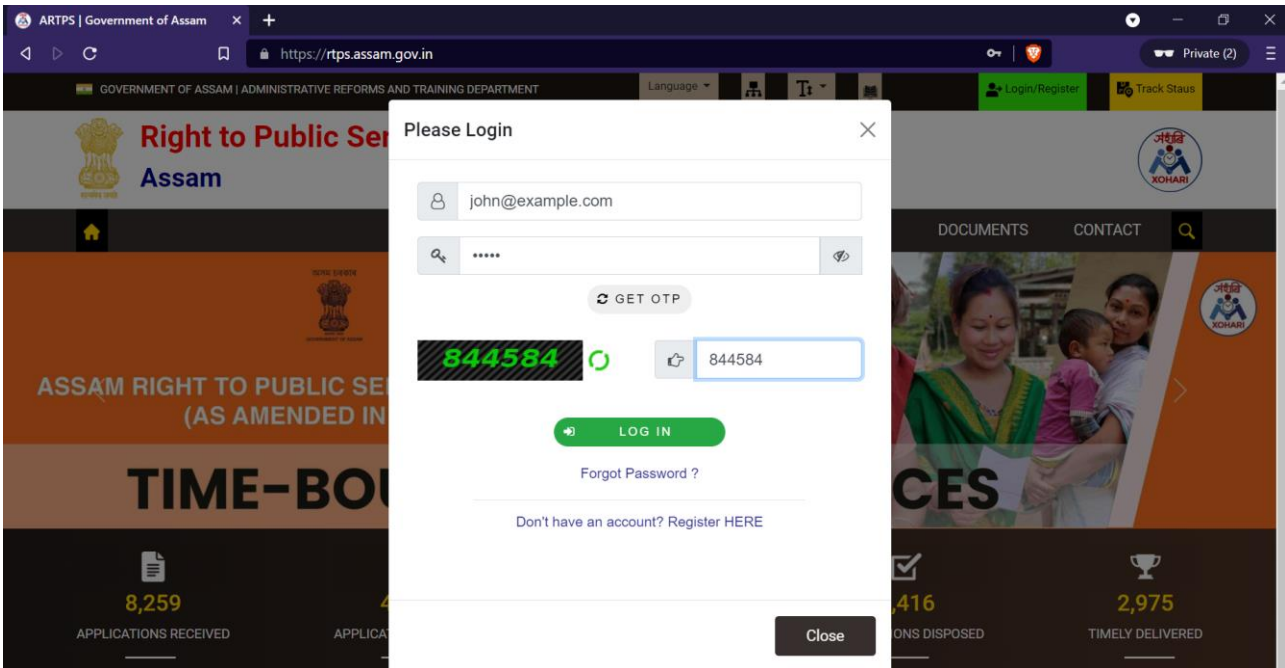
1. Login to ServicePlus Application using your mobile No and password/ otp entered during registration and retry for verification.
2. Wait for some time and as soon as you receive the notification(s), click the verification link shared along with the OTP. After that, you will be able to login and apply for services.

STEP 6: User has been successfully registered.

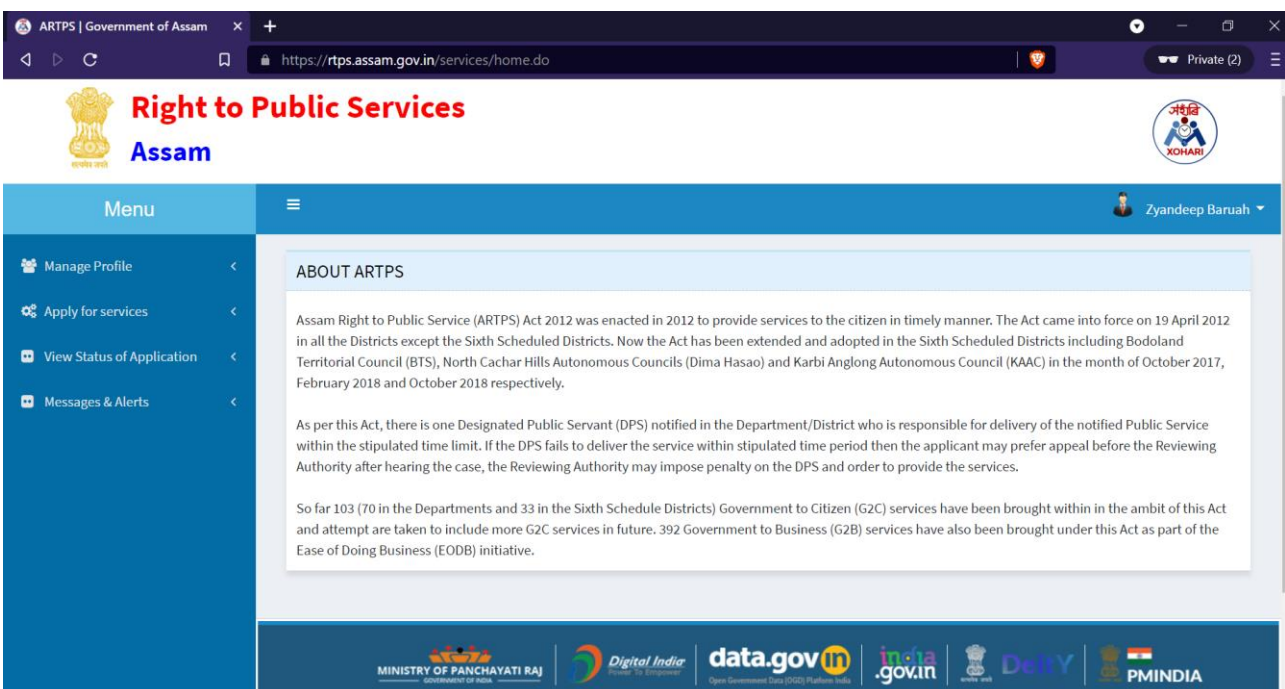
The screenshot shows a web browser window with the URL <https://rtps.assam.gov.in/services/CitizenRegistrationOtpValidation.html>. The page displays a success message: "You have successfully registered on <https://rtps.assam.gov.in/services/>. Please login to the application using your mobile No and password/ otp."



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”.

The screenshot shows the 'View All Available Services' page. The breadcrumb trail is 'Apply For Services / View All Available Services'. A dropdown menu is set to 'ASSAM'. The 'Show' dropdown is set to '10 entries'. A search box is empty. The table below lists the following services:

Sl.No.	Service Name	Department Name
1	Office Mutation of Property Ownership	Revenue & Disaster Management Department
2	DHAC-Jamabandi copy under rural areas	North Cachar Hills Autonomous Council
3	Holding Mutation Service	Guwahati Development Department
4	Land Holding Certificate	Karbi Anglong (AC)

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 “service” and click on the “Cess Pool Service” service link to apply for it.

The screenshot shows the search results for 'service'. The search box contains the text 'service'. The table below lists the following services:

Sl.No.	Service Name	Department Name
1	Holding Mutation Service	Guwahati Development Department
2	Cess Pool Service	Guwahati Development Department

Showing page 1 of 1

Navigation buttons: First, Previous, 1, Next, Last



STEP 11: Fill the form with requested user details.

The screenshot shows the 'Online Booking Form' for 'Cess Pool Service'. The form includes the following fields and options:

- Work Type:** Radio buttons for Residential, Commercial, Normal, and Tatkal.
- Applicant's Full Name:** Text input field.
- Mobile Number:** Text input field.
- E-Mail:** Text input field.
- Father's Name:** Text input field.
- Gender:** Dropdown menu with 'Please Select' as the current selection.

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

The screenshot shows the final form fields and CAPTCHA verification step:

- Estimated Service Cost (₹):** Text input field.
- Minimum service cost (₹):** Text input field with value 2000.00.
- If work is done outside GMC Area:** Radio buttons for Yes and No (selected).
- Total service cost (₹):** Text input field with value 2000.
- Garage Helpline no.:** 8811007000.
- Select Office where you want to apply:** Dropdown menu with 'Guwahati' selected.
- Word verification:** CAPTCHA image showing '623395' with a refresh button. Below it is a text input field containing '623395'.
- Buttons:** Draft, Submit, Close, and Reset.



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.

Right to Public Services Assam

Menu Zyandeep Baruah

Details of Applicant

Application Reference No.:	Draft_IQR-FEE/2019/00073
Name of the Applicant:	Amrit Das
Father's Name:	Anup Das
Mobile Number:	984098840
Address of the Applicant:	Amrit Das

Office Details

Select office:	Kokrajhar
----------------	-----------

Fee Details

Registration Fee:	100
-------------------	-----

Additional Details

Apply to the Office	Sub Registrar Office(Sub Registrar- Kokrajhar)
---------------------	--

18/12/2018 08:50:15 IST http://services.assam.gov.in/configure

[Edit](#) [Make Payment](#) [Cancel](#) [Print](#) [Export to PDF](#) [Click here to initiate new application](#)

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

Right to Public Services Assam

Menu Zyandeep Baruah

PAYMENT DETAILS REGISTRATION FEE PAYMENT

Mode Of Payment: EGRAS Assam

Total Amount to be paid (in Rs.): 100.0

[Make Payment](#) [Reset](#) [Cancel](#)



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: e-Payment Payment Across Bank Counter (Cash/Cheque) 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 © 2005-2013.

For any queries, please contact at: [eeat-assam\[at\]gov\[dot\]in](mailto:eeat-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
Tin 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.

ARTPS | Government of Assam

https://rtps.assam.gov.in/services/renderApplicationForm.do

Right to Public Services Assam

XOHARI

Menu

Zyandeep Baruah

Manage Profile

Apply for services

View all available services

View Status of Application

Messages & Alerts

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/2019/00069

Payment Details:

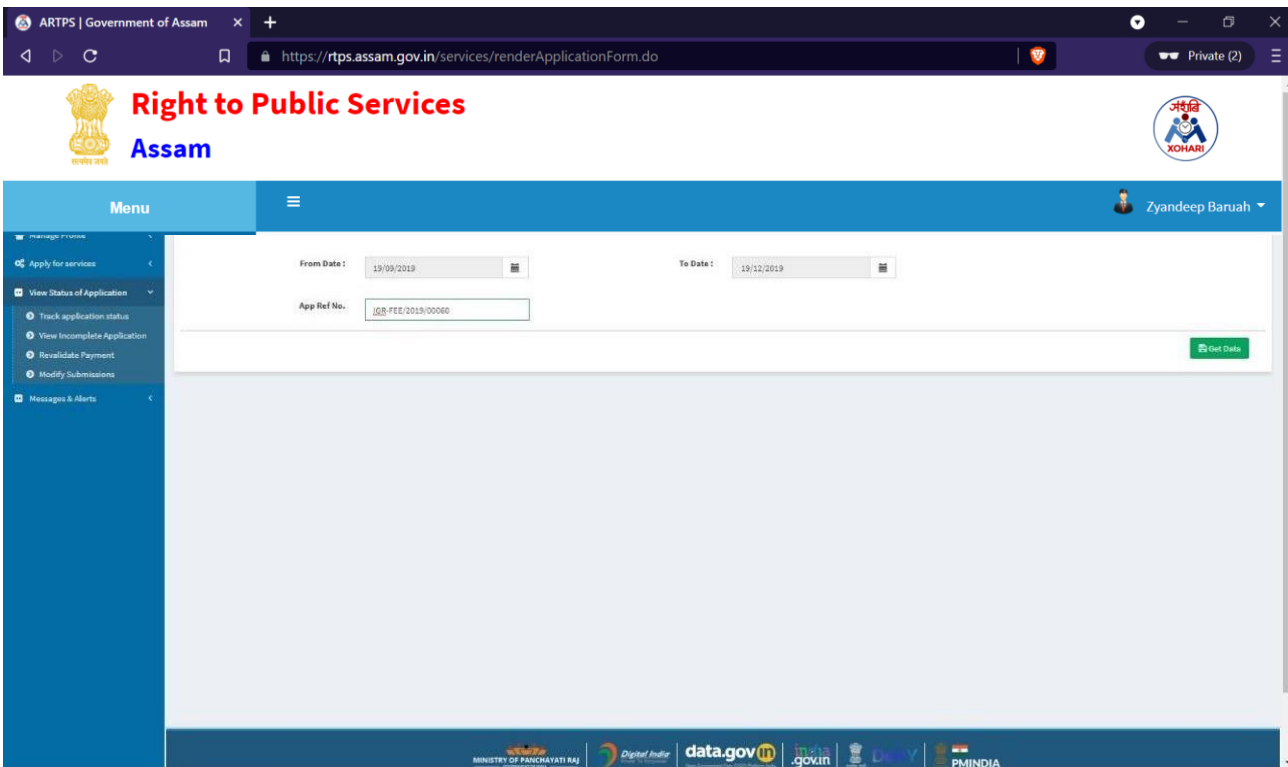
GRN	AS000002668201920E
CIN	02005942019121918627
Tin Date	20191219081252
Bank Code	TEB
Amount	100.00
Status	Y

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

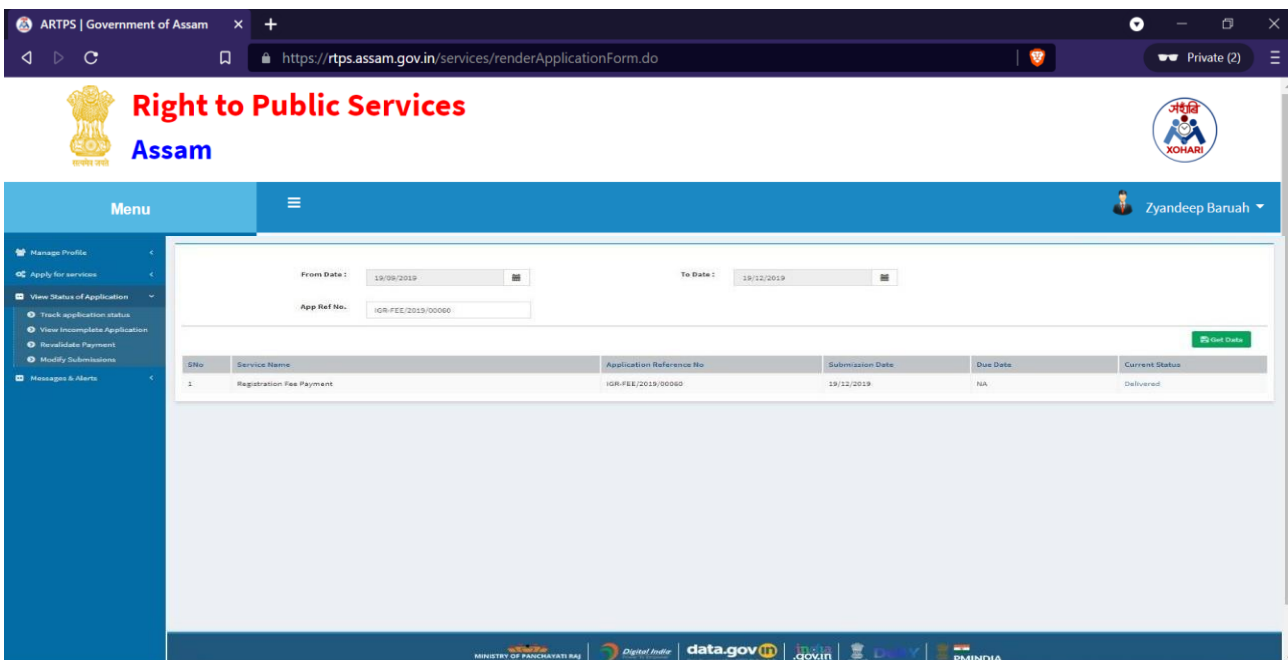
Print | Export to PDF | Close



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.

The screenshot displays the ServicePlus web application interface. A modal window titled "Application Form Detail" is open, showing the following information:

Application Reference Number : IGR-FEB/2019/00050
Name of the Service : Registration Fee Payment
Name of the Applicant : Pissenji Das

S.No.	Task Name	Submitted Details by the applicant	Documents generated by the system	Status	Remarks
1	Application Submission	View	Payment Acknowledgement	Completed	NA

Below the table, the modal also displays:
Application Reference Number : IGR-FEB/2019/00050
Name of the Service : Registration Fee Payment

The background interface shows a sidebar menu with options like "Manage Profile", "Apply for services", and "View Status of Application". The main content area lists services, with "Registration Fee Payment" selected. The footer contains logos for various government initiatives like "Digital India", "data.gov", and "PMINDIA".

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