

Inspector General of Registration &
Controller of Stamps Maharashtra State,
Pune



eFilingUser Manual (Bank)

Admin

Step1: RegistrationApplication Form (eFiling Admin User)

Fill below forms properly on your **bank letter head** and send it to do4.igro@igrmaharashtra.gov.in

- For Banks use link [BankApplicationForm](#)
- For NBFCS(Non-Banking Financial Institutes) [NBFCSApplicationForm](#)

Step2: Admin User get Username and Password from IGR Office.

Step3: Admin can create Branch User or File Notice of Intimation using Username and Password shared by IGR office.

Branch User

Step1: Requirements

1. **Hardware:** 1) Biometric Device (Thumb Scanner) 2) Webcam 3) Internet explorer 9 & above
 - A. **Biometric Device:** Use **Hamster Pro 20**
 - B. **Browser Settings:** Click for [Browser Settings](#)
 - C. **Download Dll:** Click here for [secugendll](#).
 - **Extract zip file.**
 - **Open folder secugenOCX then check your Operating System is 32 bit or 64 bit.**
 - If your machine is 32 bit then right click on **REG-OCX** file click Run as Administrator or if your machine is 64 bit then right click on **REG-OCX – 64** file click Run as Administrator.
 - D. **Download Drivers:** Click here for [drivers](#).
 - **Extract zip file.**
 - E. **Check Device:** Check for device is working, click here [Check Secugen Device](#)
2. **Other:** 1) Stamp Duty and Filing Fee should be paid online through GRAS (<https://gras.mahakosh.gov.in>)

Step2: Submit Notice of Intimation

1. Submit **Notice of Intimation** click here [Manual](#).

Thank You