User Manual

Pay Without Registration Module

(Version 2.0)

GRAS

(Government Receipt Accounting System)

Directorate of Accounts and treasuries

Finance Department,

Government of Maharashtra

August 2020

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1 Introduction

1.1 Purpose

The purpose of this document is to provide complete details about the module "Payment without Registration". It will help the user to make payment of Government taxes and non-taxes.

1.2 Audience

The target audience is unregistered user/ Guest user. This module has been developed taking into consideration the requirement of the user.

Basic requirements for E- payment

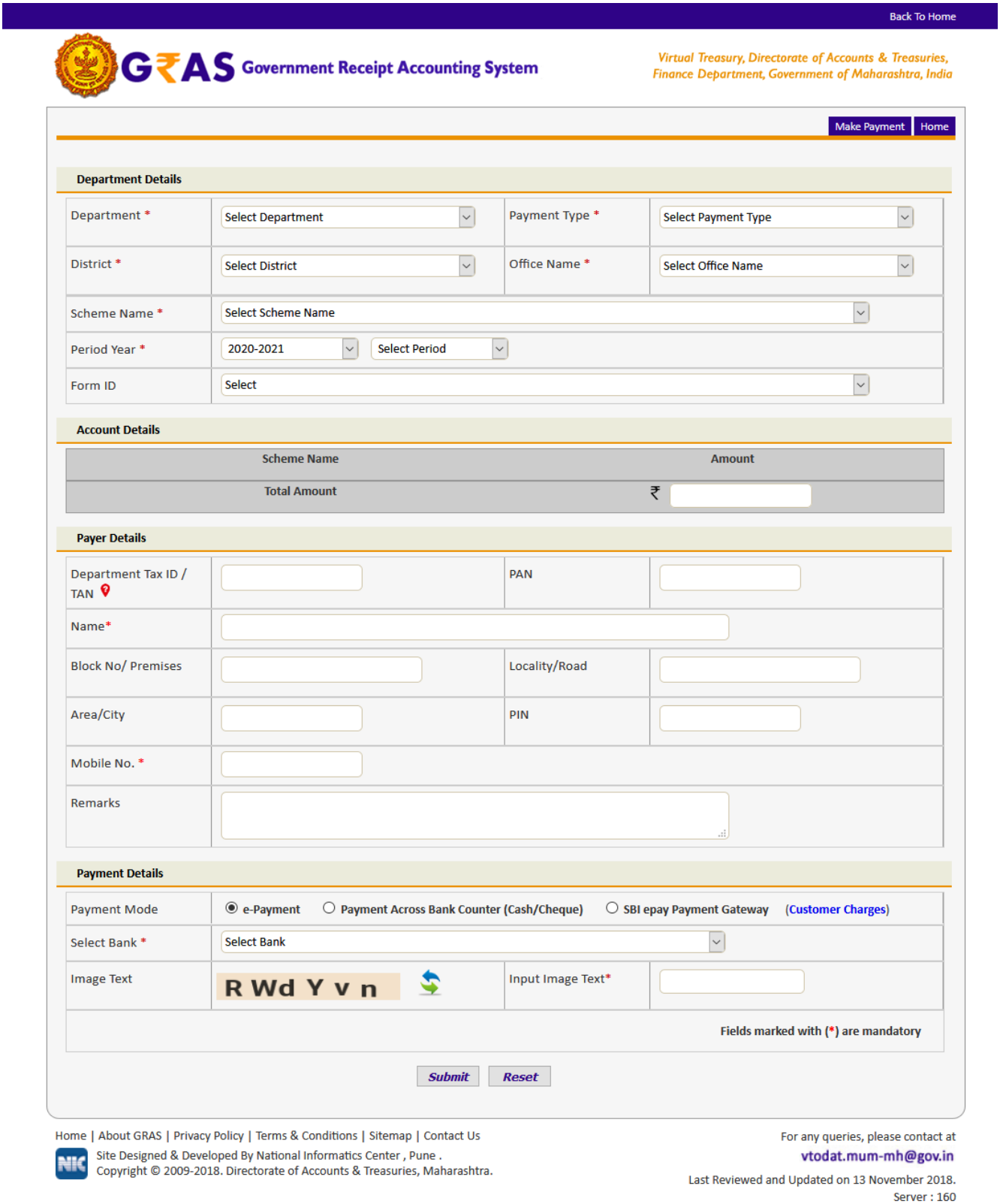
- Internet Connection.
- User should have minimum knowledge of using browser for e- payment.
- User should have Internet enabled banking account for e- payment.

2 Getting Started Pay without Registration

2.1 Figure 2.1

This module is meant for the unregistered user who wants to use the online payment system without registration. The user approaches portal and selects the **Pay without Registration** option given below in the **Categories** from the index menu. After selecting the option user gets the screen for Challan payment.

2.2 General Layout Figure 2.2



- **Screen Details**

  - **Menu Bar**: A menu bar is a horizontal strip that contains lists of available menus for a certain program.

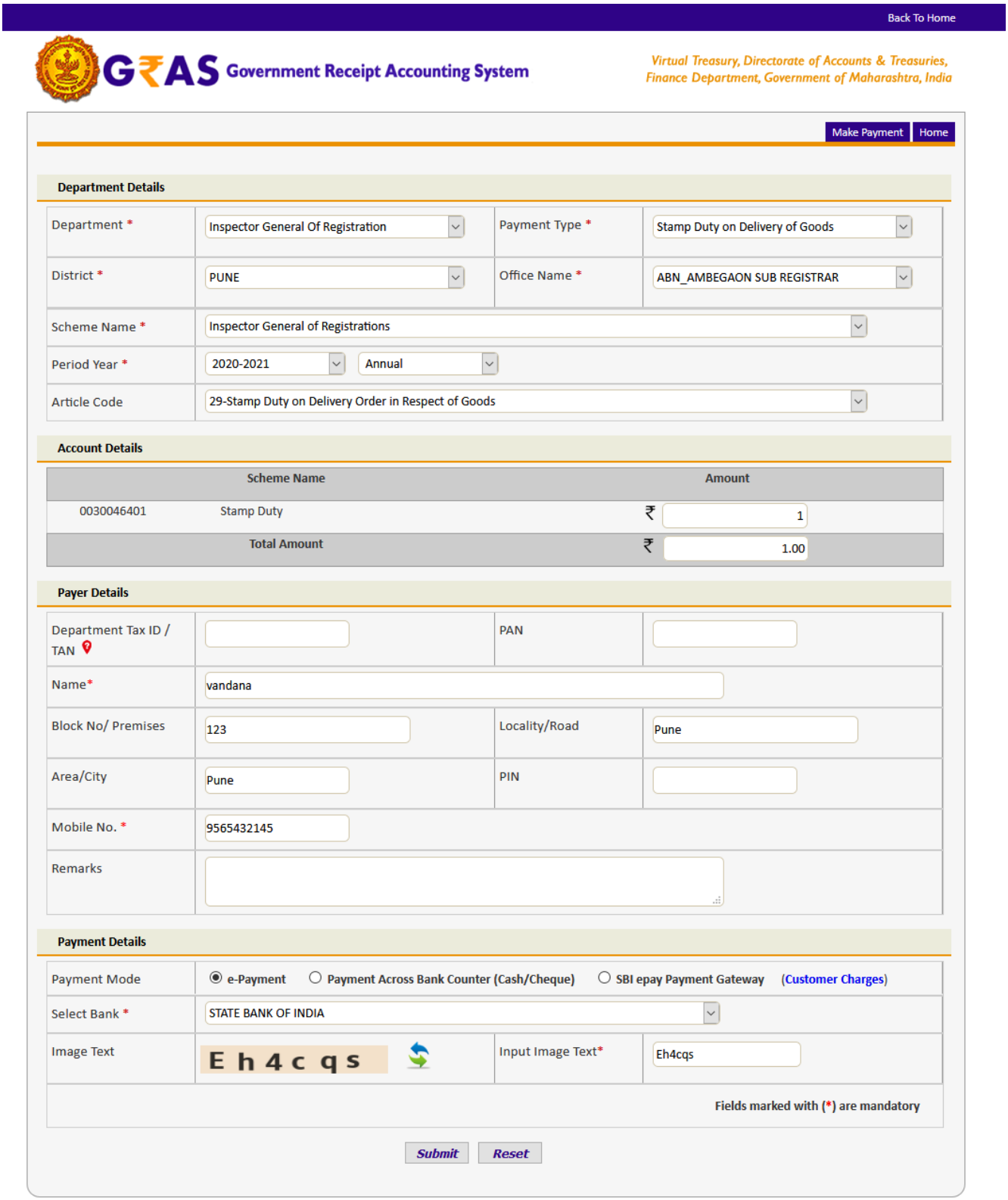
  - **User Details Form**: To enter user Personal Details.

  - **Mode of payment:** To Select Mode of payment through e-payment for Internet banking.

  - **Submit Button**: To Submit Challan form.

  - **Reset Button**: To clear the Challan form and to re- enter the new challan.

2.3 Payment without Registration (Guest User)



- **Challan Details**

Description: This is the option for the unregistered user/guest user for the challan payment without Registration facility. All the activities related to **Payment without Registration** are listed below.

Process:

- Select **Payment without registration** option from the index menu **Categories.**
- **Payment without registration** screen is displayed for user interaction (i.e. fig 2.1)
- Select the Payment Mode e-payment
  - **E- Payment –** It can be used to make direct payment to the Government using the banks Internet payment gateways.
- In the left pane user selects the options given below
  - **Department-** Select **Department** from the dropdown list. On the selection of the Department respective department list is populated.
  - **Payment type** - Select the **Payment Type** from the dropdown list. After selecting Department and type of payment, respective Scheme name list is populated.
  - **Scheme name** – Select **Scheme name** from the dropdown list. Once the Payment type and scheme name is selected, the objects of taxes under which tax can be collected are displayed.
  - **District** - Select the **District** from the dropdown list where the user wants to make payment.
  - **Office Name** - Select the **'Office Name'** from the dropdown list related to the above selected location.
  - **Period (Year)** - Select year, Current Financial year selects by default.

  Note: Else, user can pay taxes for the last 2 previous years and 2 next financial years by selecting proper year. Based on the mode of payment user selects the period.

  The following options are available for the period

  - Annual: This option is used for Annual payment.
  - Half Yearly: It is semiannual period or payable twice each year. User selects any one period,

April – September
October – March

- Quarterly: It is divided into four intervals. User selects any one interval as per the requirement,

  April–June July–
  September
  October–December
  January – March

- Monthly: User selects any month between (April – March).
- Specific: It is specific period for the payment. The dates are displayed in the calendar format. User selects the date as per the requirement.

- One time: This option is used for onetime payment only. The payment will be effective from the date on which the payment is made.

- User enters the amount of tax in which the user intends to pay under each object. User selects the **Object** and enters the **amount** in the given field.

- **User Personal Details-**

In the right pane, user enters the personal details given below,

- **Tax ID** – Tax ID of the user.
- **PAN** – PAN (Permanent account number) of the user issued by Income tax department (if required).
- **Name** – Full name of the user.
- **Block no. / Premises** – Contact address of the user.
- **Locality/Road -** Locality name and Road name of the address.
- **Area /City** –City/ Area name of the user.
- **Pin no.** – PIN of the city or Area.

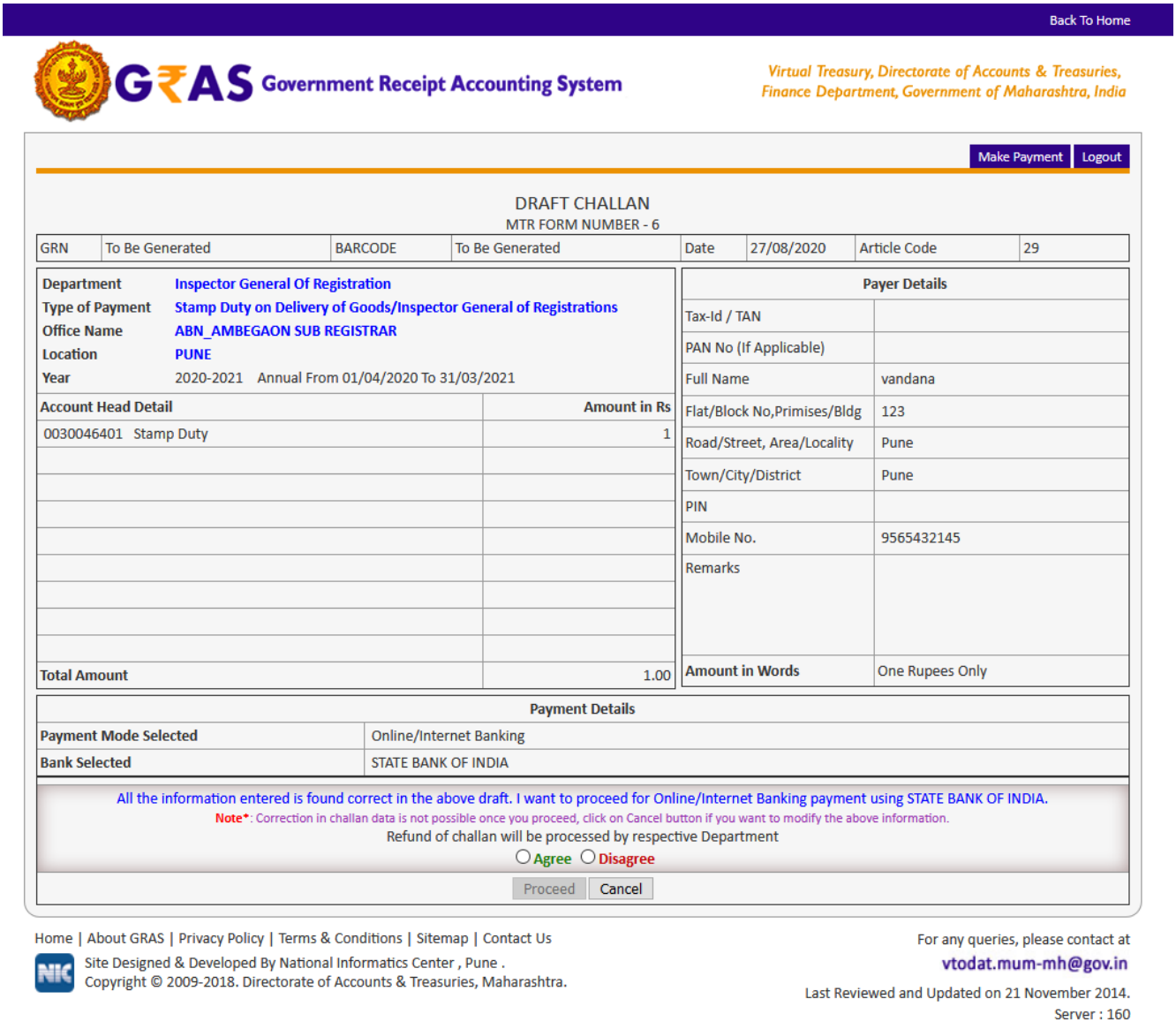
- **Mobile no.** – Mobile Number of user.

- **Remarks** – User can enter any remark in the given field as per the requirement.

- **Payment Details**

  - Selects **Bank** from the dropdown list which user has Internet enabled bank account. .
  - Select **Submit** option to submit the challan.
  - User can select **Reset** option to re-enter the challan. The new blank challan is displayed.
  - On Selection of **Submit** option the draft challan screen is displayed (Fig 2.4).

2.4 Draft for (Guest User)



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GRAS Government Receipt Accounting System

Virtual Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Maharashtra, India

Make Payment | Logout

DRAFT CHALLAN

MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	27/08/2020	Article Code	29

Department	Inspector General Of Registration
Type of Payment	Stamp Duty on Delivery of Goods/Inspector General of Registrations
Office Name	ABN_AMBEGAON SUB REGISTRAR
Location	PUNE
Year	2020-2021 Annual From 01/04/2020 To 31/03/2021

Account Head Detail	Amount in Rs
0030046401 Stamp Duty	1
Total Amount	1.00

Payer Details	
Tax-Id / TAN	
PAN No (If Applicable)	
Full Name	vandana
Flat/Block No,Primises/Bldg	123
Road/Street, Area/Locality	Pune
Town/City/District	Pune
PIN	
Mobile No.	9565432145
Remarks	
Amount in Words	One Rupees Only

Payment Details	
Payment Mode Selected	Online/Internet Banking
Bank Selected	STATE BANK OF INDIA

All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using STATE BANK OF INDIA.

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

Proceed Cancel

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Last Reviewed and Updated on 21 November 2014.

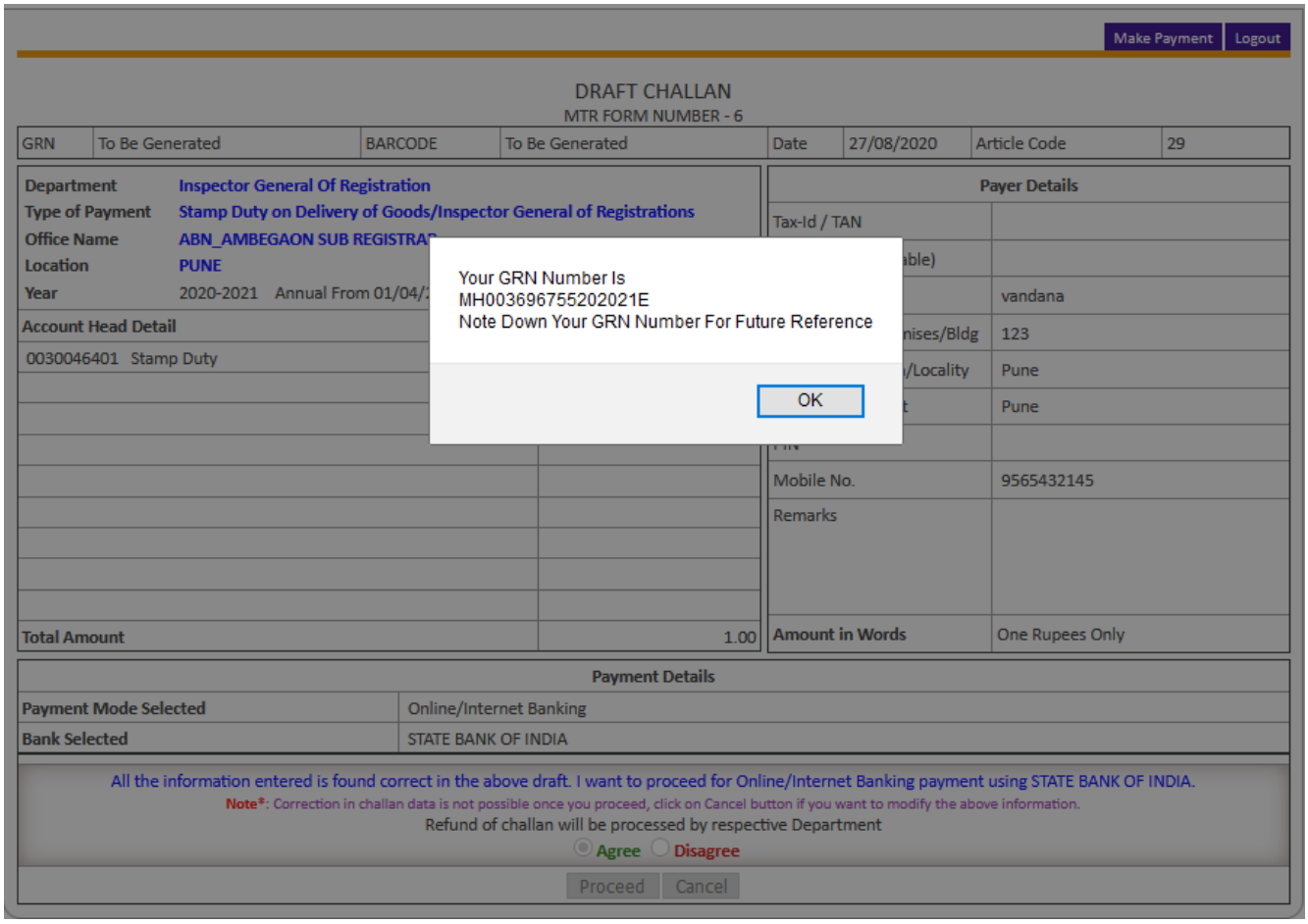
Server : 160

- Select **Proceed for Payment** option to continue the process of the payment. User can **Cancel** option to cancel the form. User gets previous screen to re –enter the challan details i.e.(2.3)

- The system generates **GRN Number** (Government Reference number)**.** The following screen is displayed (fig 2.4.1).

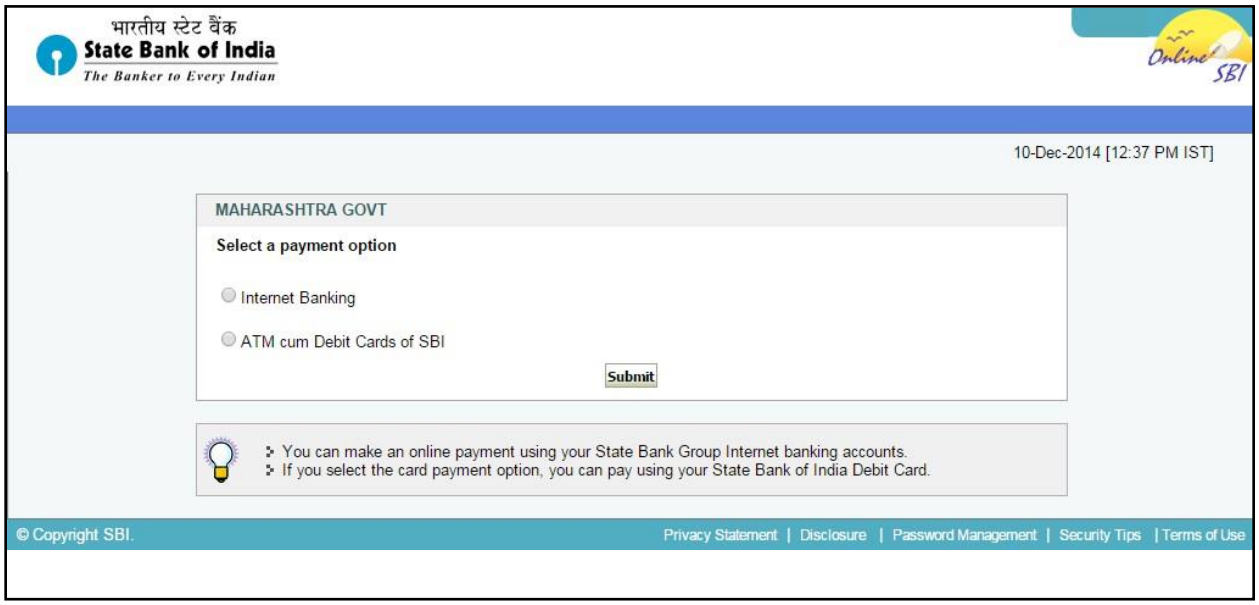
  Note: *Government Reference Number (GRN) is generated on the Challan to uniquely identify the payment to be made by the user. GRN should be quoted for any further enquiry. Therefore, user must ensure that* ***18 digit GRN generated is properly noted and saved.***

2.4.1 Draft GRN Generation



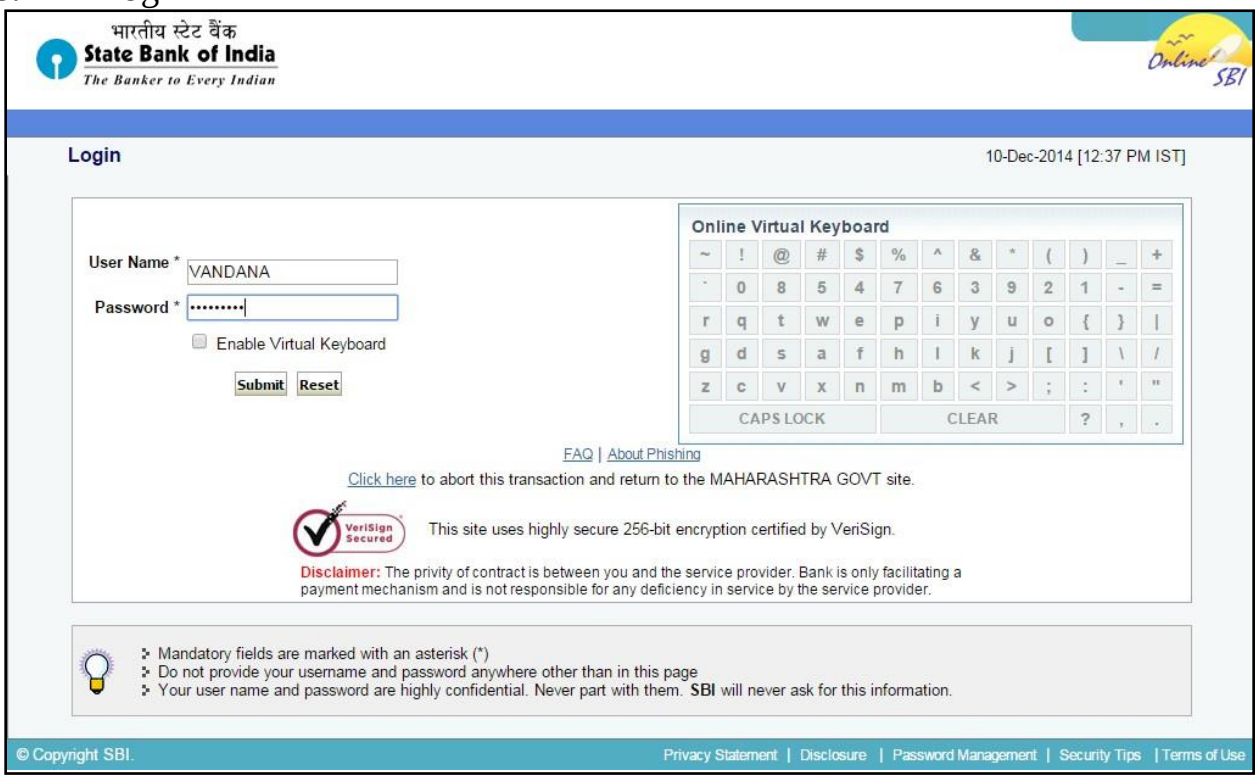
2.4.1.1 Select **Ok** option. User gets the bank screen. If the user is retail user/ Individual user then the following bank screen is displayed (fig 2.5).

2.5 Bank Site



- **User**:
  - If the user is Retail User/individual user then user should enter the **Internet Banking Log-in ID** and **Password** issued by the respective Bank and login into bank account.

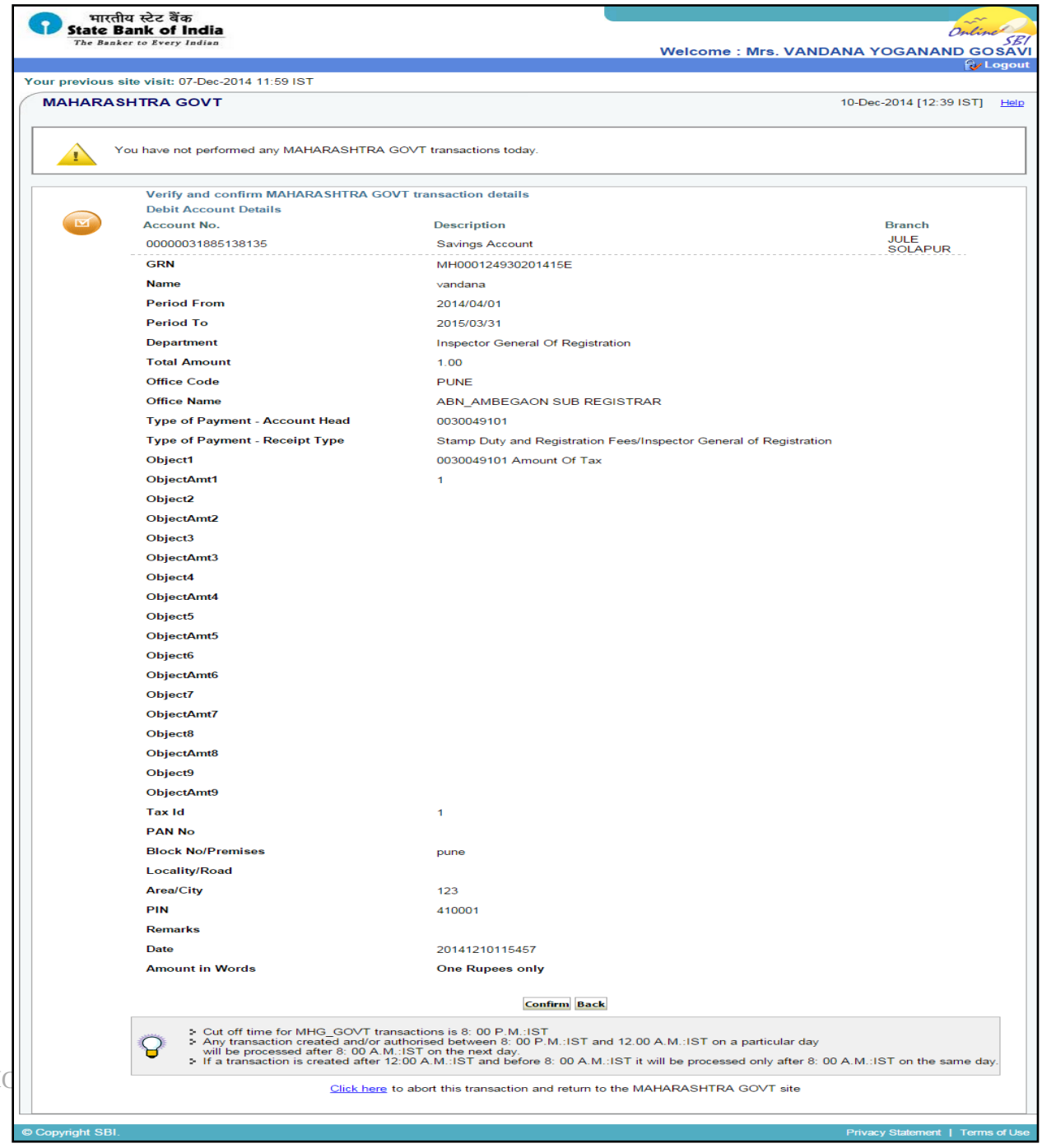
2.5.1 Login



- Enter the **User Id** and **Login Password** issued by the respective Bank.
- User gets the payment detail screen form bank side i.e. (2.5.2)

2.5.2 Bank Payment confirmation

- After confirm user will be redirected to challan format(2.6)



2.6 Challan Formats

CHALLAN
MTR Form Number-6

GRN	MH004398988201415E	BARCODE		Date 11/12/2014-10:59:50	Form ID 29

Department	Inspector General Of Registration	Payer Details	
Type of Payment	Stamp Duty on Delivery of Goods	TAX ID (If Any)	1
	Inspector General of Registrations	PAN No. (If Appliacable)	
Office Name	ABN_AMBEGAON SUB REGISTRAR	Full Name	vandana
Location	PUNE		
Year	2014-2015 Annual From 01/04/2014 To 31/03/2015	Flat/Block No.	123
Account Head Details	Amount In Rs.	Premises/Building	
0030046401 Stamp Duty	1.00	Road/Street	pune
		Area/Locality	pune
		Town/City/District	
		PIN	
		Remarks (If Any)	
		Amount In Words	One Rupees Only
Total	1.00		

Payment Details	STATE BANK OF INDIA	FOR USE IN RECEIVING BANK			
Cheque-DD Details		Bank CIN	REF No.	00040572014121121514	IK64367572
Cheque/DD No		Date		11/12/2014-11:01:15	
Name of Bank		Bank-Branch		STATE BANK OF INDIA	
Name of Branch		Scroll No. , Date		Not Verified with Scroll	

Mobile No. : 9865432145

- User gets bank **CIN No**. and **Branch** code and **PRN No** of that respective bank after the successful completion of the transaction.

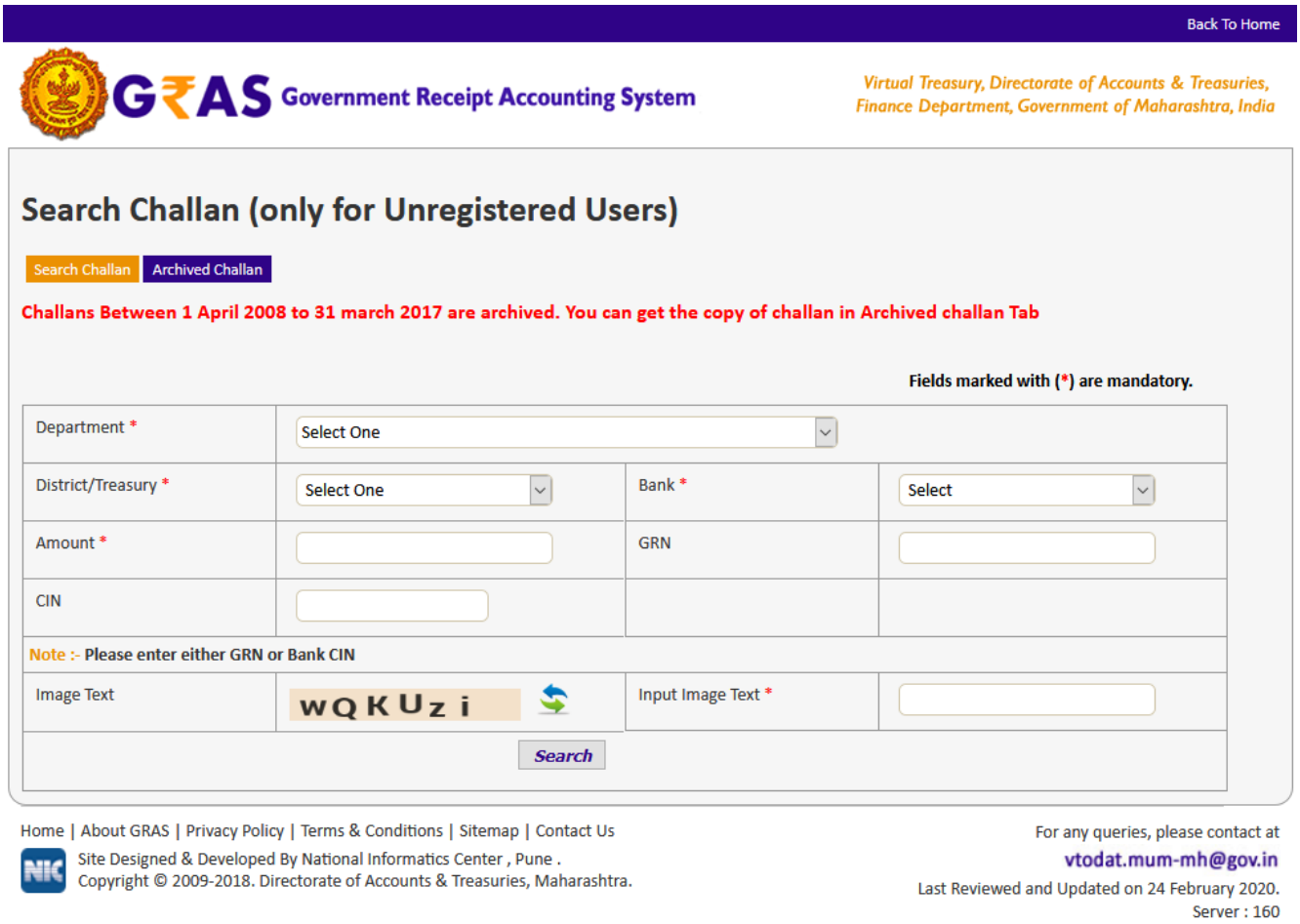
3 Search challan

3.1 Search Challan screen

- This option is used to search challan and get the print of challan **Only for Unregistered user**

To search the challan click on **"Search Challan"** Option, user will get screen (3.1)

[*] Sign indicates that field is mandatory to enter or to select.



Process:

- **Department-** Select **Department** printed on challan from the dropdown list.
- **District/Treasury** - Select the **District/Treasury** printed on challan from the dropdown list.
- **Bank** – Select **Bank** printed on challan from the dropdown list.
- **Amount** – Enter the **Amount** of challan**.**

Note:

- **User gets the challan details only when user knows either one option from following options:**

  1. **GRN No :**

     User must know the GRN *Government* Reference Number (GRN) generated on the Challan to uniquely identify the payment to be made by the user. (18 **digit GRN generated is properly noted and saved)**

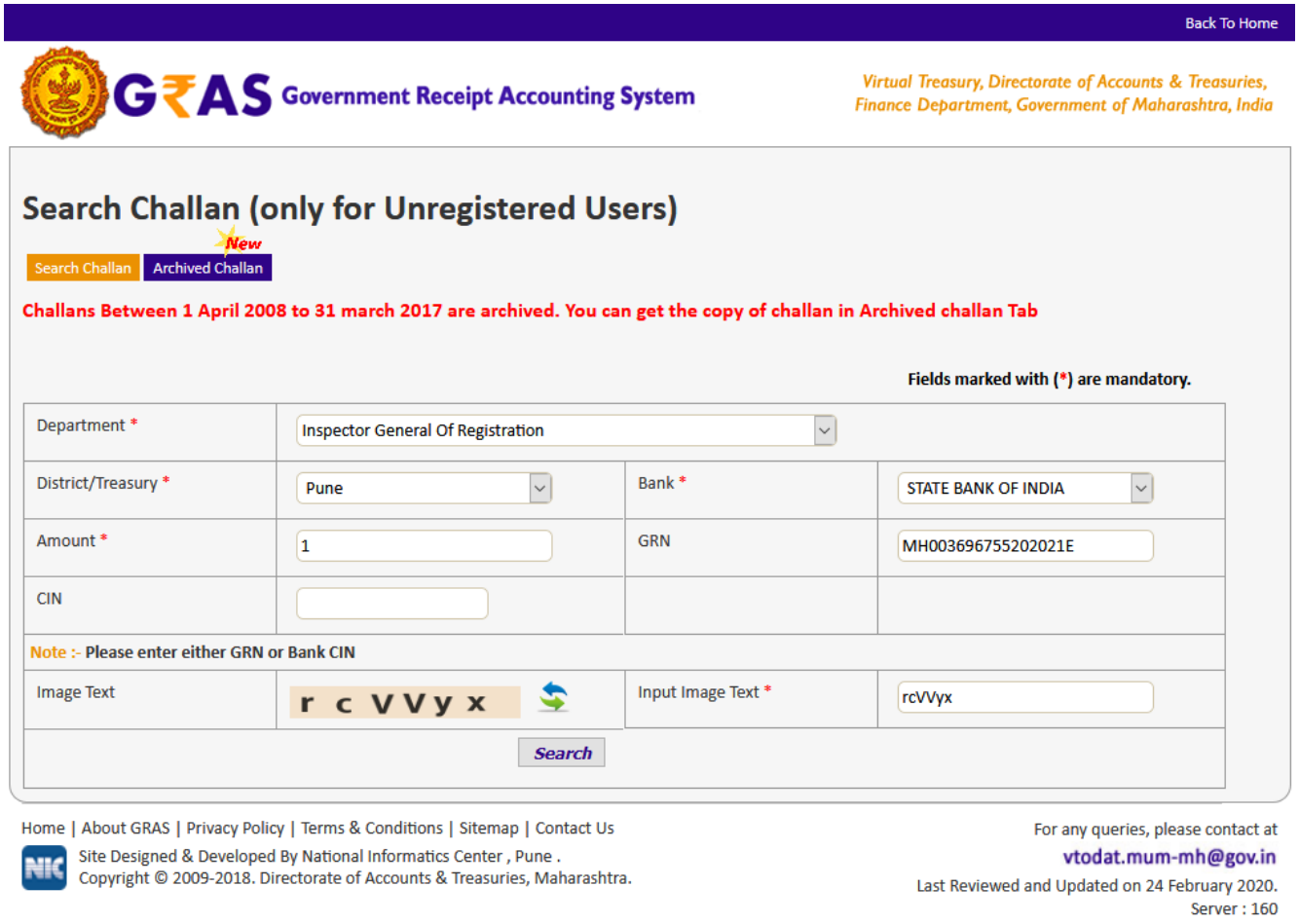
     (OR)

  2. **Bank CIN:**

     User gets bank **CIN No**. of that respective bank after the successful completion of the transaction. CIN (Challan Identification Number) is generated as an acknowledgement for payment made online. If user does not remember CIN then please check it in respective bank transaction by login net banking account of respective bank.

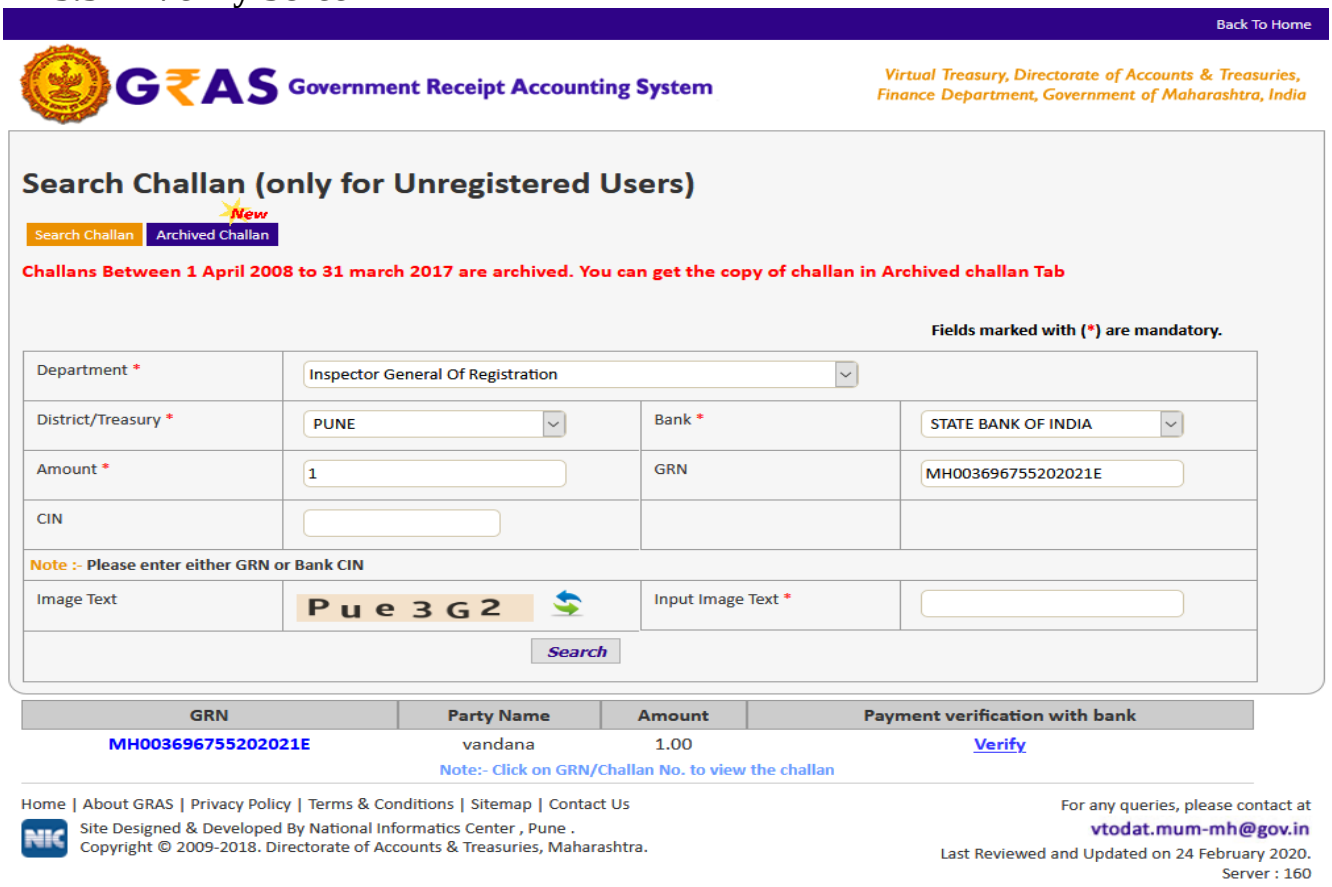
  - Click on "**Search Button"** to get the details of challan. User will get screen (3.2)

3.2 Search Challan screen



- Enter the detail of GRN and click on Search button.
- Search can be done either GRN or Bank CIN or Bank Payment Reference No.

3.3 Verify Screen



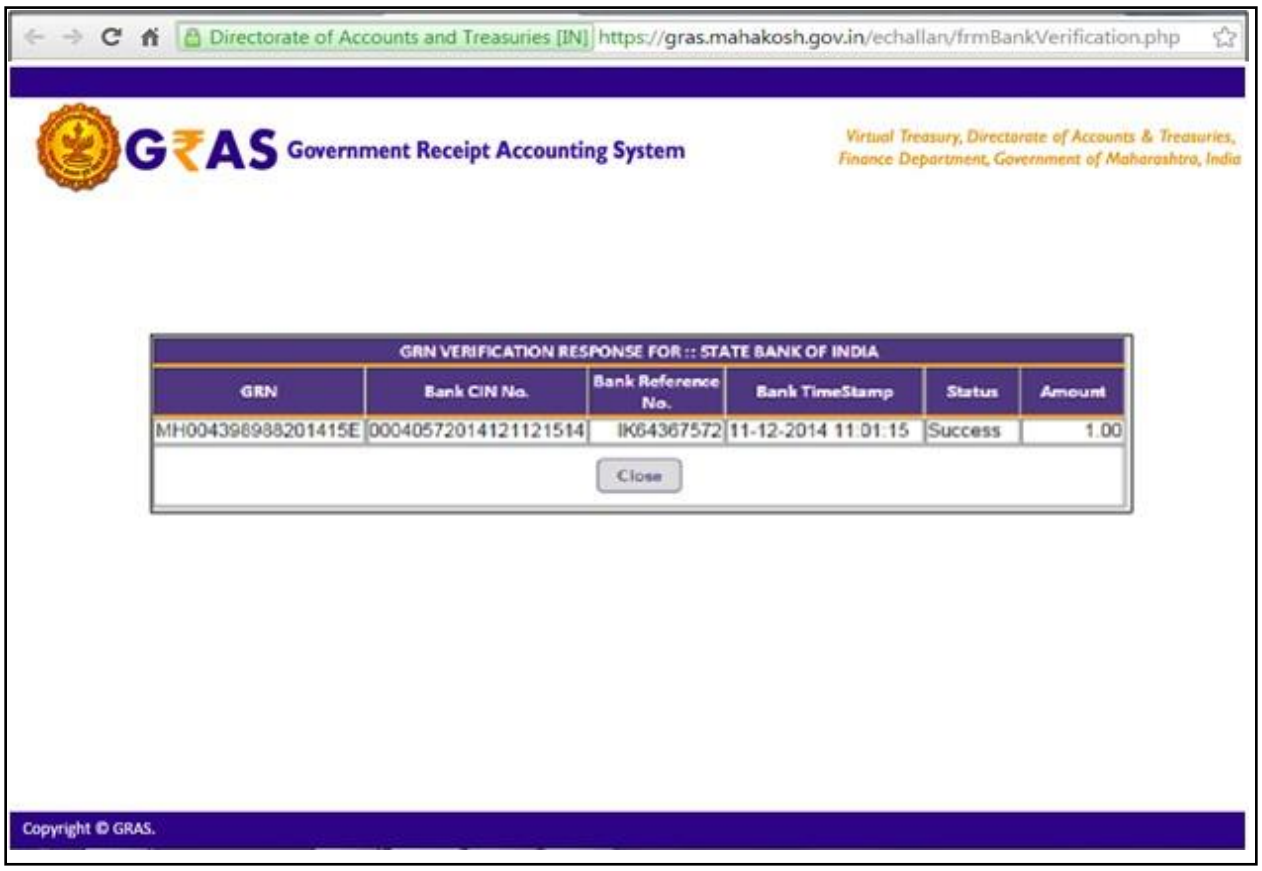
- Since GRAS site has not received Bank CIN from Bank, hence challan will not be able to view and following screen will appear (3.2)

Note:

- In case of successful payment (i.e. Customer account debited in bank but Bank CIN not updated on GRAS site), Please update the bank CIN by clicking on **"Verify"**

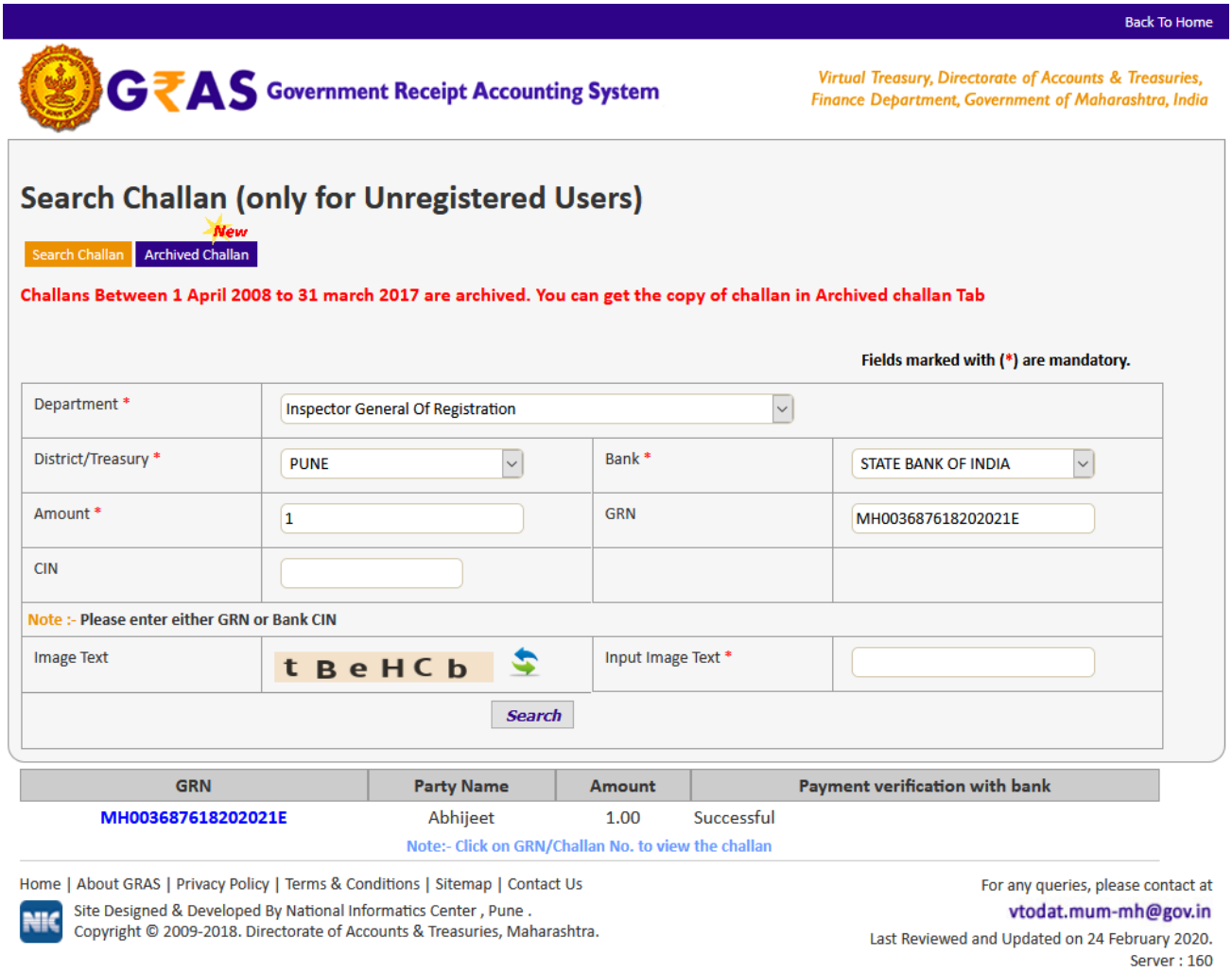
- Click on "**Verify"** link from (fig3.2)
- Once user click on „Verify" user will get screen(3.4)

3.4 Verification Response



- Click on **close** button to close the window
- Again follow the same **process** of search challan
- Click on **"search button**" user will get screen (fig3.5)

3.5 Search Challan after Verification



Note:

- If GRAS site receive the Bank CIN from Bank site, then **Payment verification with bank** is shown as **"Verified"** and user can click on GRN No. to view the **challan.**
  - Click on **GRN No**. user will get screen fig (2.6)