

**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

मराठी | Skip to main content | A- A A+ | A A



**GRAS** Government Receipt Accounting System  
Virtual Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Maharashtra, India

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**Users Login**

User Name

Password

Image Text

Input Image Text

[Login](#)

[Forgot Password](#)

[New User Registration](#)

**Pay Without Registration**

Useful for users who pays taxes less frequently.

**Search Challan**

Useful to search Challan which is created using Pay Without Registration option.

**Inspector General of Registration**

Use this link for Payments related to Registration and Stamp Duty.

**Sales Tax**

Use this link for Maharashtra Sales Tax Payment.

**Available Banks in GRAS**









**Available Banks for eSBTR**










**Available Cards & Banks for SBI e-Pay**

Cards →    Net Banking →  

*(Charges Applicable) \* Service for SBI e-Pay Successful Challans will be given on T+2 basis.*

**Available Departments in GRAS**

Bombay | Co-operation ,marketing And Textiles Department.(mantralaya) | Commissioner Of Labour | Commissioner Of Police, Mh

**Information About GRAS**

Finance Department (FD), Government of Maharashtra, has decided to receive payments electronically. e-payment is a mode of payment in addition to the conventional methods of payment offered by the Government of Maharashtra. The acceptance of on-line payment of Maharashtra State's Taxes through the internet portals of various banks have been developed, without having any implication on the existing procedure of the executive and accounting agencies of the Department.To avail of this facility the taxpayer is required to have a net-banking account with any of the banks listed by the government on this site

[More](#)

**Department Wise Tax Payment**

**Inspector General of Registration and Controller Stamps**

- » Pay stamp duty and registration fees in the form of e-Ch
- » Pay judicial stamp fee in the form of e-Challan.
- » Pay search fee in the form of e-Challan.
- » Pay stamp duty for delivery of goods in the form of e-Ch

**GRAS Receipt Graph**



**User Guide** | **GRAS Circular & Related GR** | **Download Links** | **Presentation**

- » How to pay without Registration : e-Payment
- » How to pay without Registration : Across Bank Counter Payment
- » How to Search & verify Challan : Unregistered users
- » How to Pay with Registered User : e-Payment
- » How to Pay with Registered User : Across Bank Counter Payment
- » How to Search & verify Challan : Registered users









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

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GRAS

Government Receipt Accounting System

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 Finance Department, Government of Maharashtra, India

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**Department Details**

Department *	Select Department	Payment Type *	Select Payment Type
District *	Select District	Office Name *	Select Office Name
Scheme Name *	Select Scheme Name		
Period Year *	2020-2021	Select Period	
Form ID	Select		

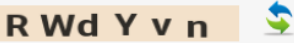
**Account Details**

Scheme Name	Amount
Total Amount	₹ <input style="width: 100px;" type="text"/>

**Payer Details**

Department Tax ID / TAN	<input type="text"/>	PAN	<input type="text"/>
Name*	<input style="width: 100%;" type="text"/>		
Block No/ Premises	<input type="text"/>	Locality/Road	<input type="text"/>
Area/City	<input type="text"/>	PIN	<input type="text"/>
Mobile No. *	<input type="text"/>		
Remarks	<input style="width: 100%; height: 30px;" type="text"/>		

**Payment Details**

Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway           (Customer Charges)		
Select Bank *	Select Bank		
Image Text		Input Image Text*	<input type="text"/>

Fields marked with (\*) are mandatory

- **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)

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Department Details			
Department *	Inspector General Of Registration	Payment Type *	Stamp Duty on Delivery of Goods
District *	PUNE	Office Name *	ABN_AMBEGAON SUB REGISTRAR
Scheme Name *	Inspector General of Registrations		
Period Year *	2020-2021	Annual	
Article Code	29-Stamp Duty on Delivery Order in Respect of Goods		
Account Details			
Scheme Name		Amount	
0030046401	Stamp Duty	₹	1
Total Amount		₹	1.00
Payer Details			
Department Tax ID / TAN		PAN	
Name *	vandana		
Block No/ Premises	123	Locality/Road	Pune
Area/City	Pune	PIN	
Mobile No. *	9565432145		
Remarks			
Payment Details			
Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway (Customer Charges)		
Select Bank *	STATE BANK OF INDIA		
Image Text		Input Image Text*	Eh4cqs
Fields marked with (*) are mandatory			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			





- **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

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

April – September  
October – March

- o Quarterly: It is divided into four intervals. User selects any one interval as per the requirement,
    - April–June July–September
    - October–December
    - January – March
  - o Monthly: User selects any month between (April – March).
  - o Specific: It is specific period for the payment. The dates are displayed in the calendar format. User selects the date as per the requirement.
  - o 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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### DRAFT CHALLAN

MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	27/08/2020	Article Code	29
<b>Department</b> Inspector General Of Registration <b>Type of Payment</b> Stamp Duty on Delivery of Goods/Inspector General of Registrations <b>Office Name</b> ABN_AMBEGAON SUB REGISTRAR <b>Location</b> PUNE <b>Year</b> 2020-2021 Annual From 01/04/2020 To 31/03/2021				<b>Payer Details</b> Tax-Id / TAN PAN No (If Applicable) Full Name vandana Flat/Block No,Primitives/Bldg 123 Road/Street, Area/Locality Pune Town/City/District Pune PIN Mobile No. 9565432145 Remarks			
<b>Account Head Detail</b> 0030046401 Stamp Duty				<b>Amount in Rs</b> 1			
<b>Total Amount</b>				<b>Amount in Words</b> One Rupees Only			
<b>Payment Details</b>							
<b>Payment Mode Selected</b> Online/Internet Banking				<b>Bank Selected</b> STATE BANK OF INDIA			
<p style="text-align: center;">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.</p> <p style="text-align: center;"><b>Note*</b>: 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</p> <p style="text-align: center;"> <input type="radio"/> Agree <input type="radio"/> Disagree         </p> <p style="text-align: center;"> <input type="button" value="Proceed"/> <input type="button" value="Cancel"/> </p>							

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- 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

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			Payer Details			
Type of Payment	Stamp Duty on Delivery of Goods/Inspector General of Registrations			Tax-Id / TAN			
Office Name	ABN_AMBEGAON SUB REGISTRAR						
Location	PUNE						
Year	2020-2021 Annual From 01/04/2020						
Account Head Detail							
0030046401 Stamp Duty							
Total Amount					1.00		
					Amount in Words		
					One Rupees Only		
Payment Details							
Payment Mode Selected				Online/Internet Banking			
Bank Selected				STATE BANK OF INDIA			
<p>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.</p> <p><b>Note*</b>: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.</p> <p>Refund of challan will be processed by respective Department</p> <p><input checked="" type="radio"/> Agree <input type="radio"/> Disagree</p>							
Proceed				Cancel			

Your GRN Number Is  
MH003696755202021E  
Note Down Your GRN Number For Future Reference

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

The screenshot shows the State Bank of India online payment interface. At the top left is the SBI logo with the text "भारतीय स्टेट बैंक State Bank of India The Banker to Every Indian". At the top right is the "Online SBI" logo. The date and time "10-Dec-2014 [12:37 PM IST]" are displayed in the top right corner. The main content area is titled "MAHARASHTRA GOVT" and contains a "Select a payment option" section with two radio buttons: "Internet Banking" and "ATM cum Debit Cards of SBI". A "Submit" button is located below these options. Below the payment options is a lightbulb icon and a note: "You can make an online payment using your State Bank Group Internet banking accounts. If you select the card payment option, you can pay using your State Bank of India Debit Card." The footer contains "© Copyright SBI." and links for "Privacy Statement", "Disclosure", "Password Management", "Security Tips", and "Terms of Use".

### ▪ 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

The screenshot shows the State Bank of India online login interface. At the top left is the SBI logo with the text "भारतीय स्टेट बैंक State Bank of India The Banker to Every Indian". At the top right is the "Online SBI" logo. The date and time "10-Dec-2014 [12:37 PM IST]" are displayed in the top right corner. The main content area is titled "Login" and contains a "User Name \*" field with the value "VANDANA" and a "Password \*" field with masked characters. Below the password field is a checkbox labeled "Enable Virtual Keyboard" and "Submit" and "Reset" buttons. To the right of the login fields is an "Online Virtual Keyboard" with a grid of keys including tilde, numbers, letters, and symbols. Below the keyboard are "CAPS LOCK" and "CLEAR" buttons. Below the login fields is a link for "FAQ | About Phishing" and a link "Click here to abort this transaction and return to the MAHARASHTRA GOVT site." Below this is a VeriSign logo and the text "This site uses highly secure 256-bit encryption certified by VeriSign." Below that is a disclaimer: "Disclaimer: The privacy of contract is between you and the service provider. Bank is only facilitating a payment mechanism and is not responsible for any deficiency in service by the service provider." Below the disclaimer is a lightbulb icon and a note: "Mandatory fields are marked with an asterisk (\*). Do not provide your username and password anywhere other than in this page. Your user name and password are highly confidential. Never part with them. SBI will never ask for this information." The footer contains "© Copyright SBI." and links for "Privacy Statement", "Disclosure", "Password Management", "Security Tips", and "Terms of Use".

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

## 2.5.2 Bank Payment confirmation

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

State Bank of India  
The Banker to Every Indian

Welcome : Mrs. VANDANA YOGANAND GOSAVI

Your previous site visit: 07-Dec-2014 11:59 IST

MAHARASHTRA GOVT 10-Dec-2014 [12:39 IST] Help

**!** You have not performed any MAHARASHTRA GOVT transactions today.

Verify and confirm MAHARASHTRA GOVT transaction details

Debit Account Details	Description	Branch
Account No. 00000031885138135	Savings Account	JULE SOLAPUR
GRN	MH000124930201415E	
Name	vandana	
Period From	2014/04/01	
Period To	2015/03/31	
Department	Inspector General Of Registration	
Total Amount	1.00	
Office Code	PUNE	
Office Name	ABN_AMBEGAON SUB REGISTRAR	
Type of Payment - Account Head	0030049101	
Type of Payment - Receipt Type	Stamp Duty and Registration Fees/Inspector General of Registration	
Object1	0030049101 Amount Of Tax	
ObjectAmt1	1	
Object2		
ObjectAmt2		
Object3		
ObjectAmt3		
Object4		
ObjectAmt4		
Object5		
ObjectAmt5		
Object6		
ObjectAmt6		
Object7		
ObjectAmt7		
Object8		
ObjectAmt8		
Object9		
ObjectAmt9		
Tax Id	1	
PAN No		
Block No/Premises	pune	
Locality/Road		
Area/City	123	
PIN	410001	
Remarks		
Date	20141210115457	
Amount in Words	One Rupees only	

[Confirm](#) [Back](#)

- > Cut off time for MHG\_GOVT transactions is 8: 00 P.M.:IST
- > Any transaction created and/or authorised between 8: 00 P.M.:IST and 12.00 A.M.:IST on a particular day will be processed after 8: 00 A.M.:IST on the next day.
- > If a transaction is created after 12:00 A.M.:IST and before 8: 00 A.M.:IST it will be processed only after 8: 00 A.M.:IST on the same day.

[Click here](#) to abort this transaction and return to the MAHARASHTRA GOVT site

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## 2.6 Challan Formats

GRN		BARCODE		Date	Form ID
MH004398988201415E		[Barcode]		11/12/2014-10:59:50	29
Department			Payer Details		
Inspector General Of Registration					
Type of Payment		TAX ID (If Any)		1	
Stamp Duty on Delivery of Goods		PAN No. (If Applicable)			
Inspector General of Registrations		Full Name		vandana	
Office Name		Flat/Block No.		123	
ABN_AMBEGAON SUB REGISTRAR		Premises/Building			
Location		Road/Street		pune	
PUNE		Area/Locality		pune	
Year		Town/City/District			
2014-2015 Annual From 01/04/2014 To 31/03/2015		PIN			
Account Head Details		Amount In Rs.		Remarks (If Any)	
0030046401 Stamp Duty		1.00			
		Amount In		One Rupees Only	
Total		1.00		Words	
Payment Details			FOR USE IN RECEIVING BANK		
STATE BANK OF INDIA					
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.

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#### Search Challan (only for Unregistered Users)

Search Challan
Archived Challan


Challans Between 1 April 2008 to 31 march 2017 are archived. You can get the copy of challan in Archived challan Tab


Fields marked with (\*) are mandatory.

Department *	<input type="text" value="Select One"/>		
District/Treasury *	<input type="text" value="Select One"/>	Bank *	<input type="text" value="Select"/>
Amount *	<input type="text"/>	GRN	<input type="text"/>
CIN	<input type="text"/>		

Note :- Please enter either GRN or Bank CIN

Image Text





Input Image Text \*

#### 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

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### Search Challan (only for Unregistered Users)

 Search Challan ★ Archived Challan

Challans Between 1 April 2008 to 31 march 2017 are archived. You can get the copy of challan in Archived challan Tab

Fields marked with (\*) are mandatory.

Department *	Inspector General Of Registration		
District/Treasury *	Pune	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	MH003696755202021E
CIN			
<b>Note :- Please enter either GRN or Bank CIN</b>			
Image Text		Input Image Text *	rcVVyx
<a href="#">Search</a>			

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- 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

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#### Search Challan (only for Unregistered Users)

 Search Challan New Archived Challan

Challans Between 1 April 2008 to 31 march 2017 are archived. You can get the copy of challan in Archived challan Tab

Fields marked with (\*) are mandatory.

Department *	Inspector General Of Registration		
District/Treasury *	PUNE	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	MH003696755202021E
CIN			
<b>Note :-</b> Please enter either GRN or Bank CIN			
Image Text		Input Image Text *	
<a href="#">Search</a>			

GRN	Party Name	Amount	Payment verification with bank
MH003696755202021E	vandana	1.00	<a href="#">Verify</a>

Note:- Click on GRN/Challan No. to view the challan

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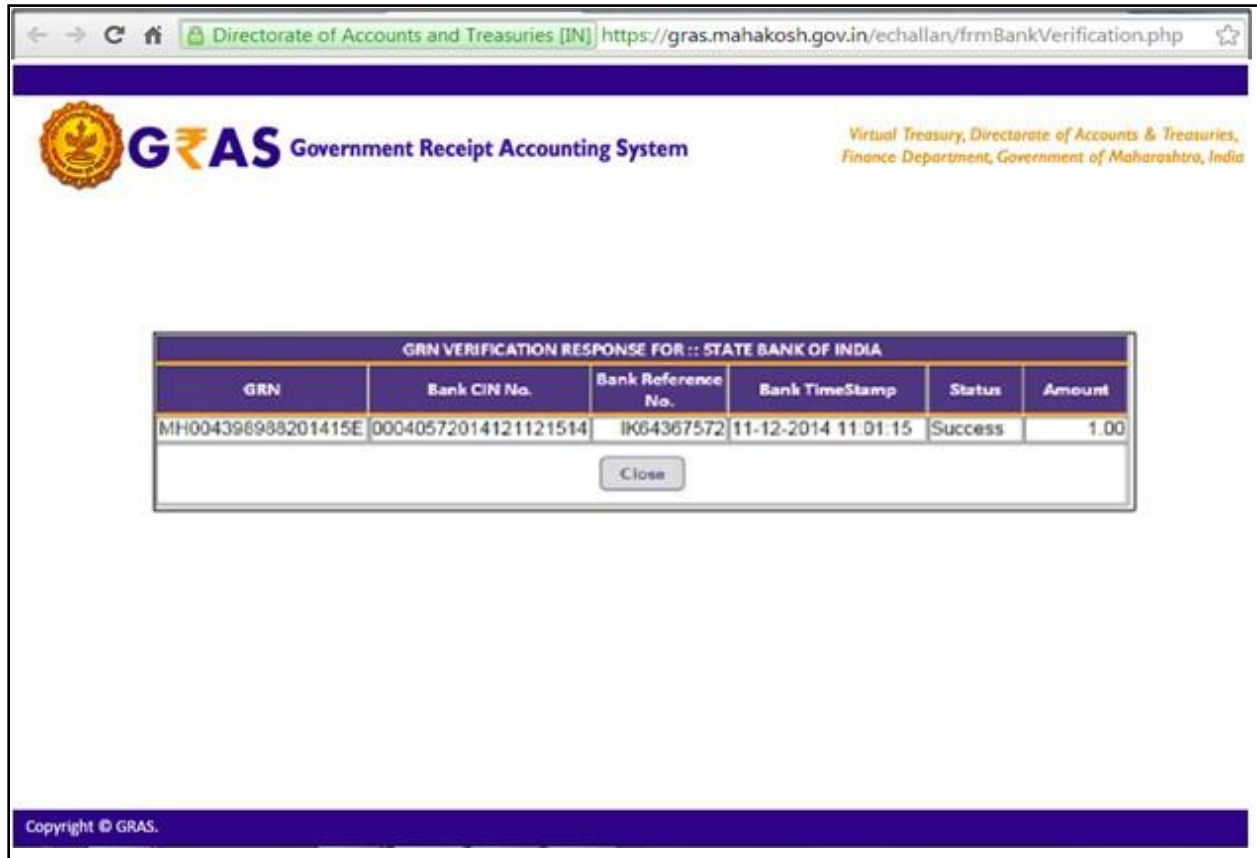
Server : 160

- 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



The screenshot displays the GRAS (Government Receipt Accounting System) interface. The browser address bar shows the URL: <https://gras.mahakosh.gov.in/echallary/frmBankVerification.php>. The page header includes the GRAS logo and the text "GRAS Government Receipt Accounting System". To the right, it states "Virtual Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Maharashtra, India".

The main content area displays a table titled "GRN VERIFICATION RESPONSE FOR :: STATE BANK OF INDIA". The table has the following data:

GRN	Bank CIN No.	Bank Reference No.	Bank TimeStamp	Status	Amount
MH004398988201415E	00040572014121121514	IK64367572	11-12-2014 11:01:15	Success	1.00

Below the table is a "Close" button. At the bottom of the page, there is a copyright notice: "Copyright © GRAS."

- 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

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#### Search Challan (only for Unregistered Users)

New

[Search Challan](#) | [Archived Challan](#)

Challans Between 1 April 2008 to 31 march 2017 are archived. You can get the copy of challan in Archived challan Tab

Fields marked with (\*) are mandatory.

Department *	Inspector General Of Registration		
District/Treasury *	PUNE	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	MH003687618202021E
CIN			
<b>Note :- Please enter either GRN or Bank CIN</b>			
Image Text		Input Image Text *	
<a href="#">Search</a>			

GRN	Party Name	Amount	Payment verification with bank
<a href="#">MH003687618202021E</a>	Abhijeet	1.00	Successful

**Note:- Click on GRN/Challan No. to view the challan**

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 For any queries, please contact at  
[vtodat.mum-mh@gov.in](mailto:vtodat.mum-mh@gov.in)

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 Server : 160

#### 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)