User Manual

Unregistered User 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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1.1 Purpose

The purpose of this document is to provide complete details about the module "Payment without Registration for Manual Payment". It will help the user to make payment of Government taxes and non-taxes. User those who don't have Internet banking account They can use "**Payment Across Bank Counter (Cash/Cheque)**"

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 Manual - payment

- ♣ Internet Connection.
- ♣ User should have minimum knowledge of using browser for Manual payment.

2. Getting Started

Fig2.1

Click on Available Banks from home page .To see list of bank and there branches available where manual payment can be made. i.e fig 2.1 User will get the screen below.

2.1 Introduction

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GRAS Government Receipt Accounting System

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

Banks Available In GRAS

Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash / Cheque)		eSBTR		Contact No.
1	IDBI BANK	✔	✖	✔	Branch List	✔	eSBTR	---
2	punjab national bank	✔	✖	✔	Branch List	✔	eSBTR	---
3	State Bank of India	✔	✔	✔	All Branches	✔	eSBTR	---
4	ALLAHABAD BANK	✔	✖	✖		✖		---
5	Andhra Bank	✔	✖	✔	Nagpur High Court	✖		---
6	Bank of Baroda	✔	✖	✖		✔	eSBTR	---
7	Bank of India	✔	✖	✔	All Branches	✔	eSBTR	---
8	Bank of Maharashtra	✔	✖	✔	All Branches	✔	eSBTR	---
9	Canara Bank	✔	✖	✖		✔	eSBTR	**Direct** : 080-25587437 **TOLLFREE number** : 18004250081
10	Central Bank of India	✔	✖	✖		✖		--
11	Corporation Bank	✔	✖	✖		✖		---
12	DENA BANK	✔	✖	✖		✖		---
13	Indian Bank	✔	✖	✖		✖		---
14	Indian Overseas Bank	✔	✖	✖		✖		---
15	Oriental Bank of Commerce	✔	✖	✖		✖		---
16	Union Bank of India	✔	✖	✔		✔	eSBTR	---
17	VIJAYA BANK	✔	✖	✖		✖		---
18	SyndicateBank	✔	✖	✖		✖		---
19	UCO BANK	✔	✖	✖		✖		---

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GRAS Government Receipt Accounting System

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

Make Payment | Home

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	₹

Payer Details

Department Tax ID / TAN 📍		PAN	
Name*			
Block No/ Premises		Locality/Road	
Area/City		PIN	
Mobile No. *			
Remarks			

Payment Details

Payment Mode	⦿ e-Payment ◯ Payment Across Bank Counter (Cash/Cheque) ◯ SBI epay Payment Gateway (Customer Charges)
Select Bank *	Select Bank
Image Text	R Wd Y v n 🔄 Input Image Text*

Fields marked with (*) are mandatory

Submit   Reset

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General Layout of the screen is described below

Fig 2.1.1

2.1.1 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.

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

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

3. Payments without Registration (Guest User) Using Payment Across Bank Counter (Cash/Cheque)

Fig 3.1

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:

1. Select **Payment without registration** option from the index menu **Categories.**

2. **Payment without registration** screen is displayed for user interaction (i.e. fig 3.1)

3. Select the Payment Mode

    ♣ Payment **Across Bank Counter (Cash/Cheque) –** It can be used to make payment to the Gove rnment. By providing details on GRAS site and get the print of challan and submit it to bank

4. 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

      ○   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.

5. **User Personal Details-**

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

    ♣ **Case No. /Department ID/TAN No** – Case No. 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/Survey/GAT** – Contact address of the user.

    ♣ **Area –** Area in Sq. M/Hec.

    ♣ **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.

    ♣ **Second Party Name** – Name of the second Party

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

1. Selects **Bank** from the dropdown list.
2. Select **Submit** option to submit the challan.
3. User can select **Reset** option to re-enter the challan. The new blank challan is displayed.
4. On Selection of **Submit** option the draft challan screen is displayed (Fig 3.2).

Fig 3.2

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	

Department	Inspector General Of Registration
Type of Payment	Registration Fees/Ordinary Collections IGR
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
0030063301 Amount of Tax	300
Total Amount	**300.00**

Payer Details

Tax-Id / TAN	
PAN No (If Applicable)	
Full Name	Abhijeet
Flat/Block No,Primises/Bldg	12
Road/Street, Area/Locality	8
Town/City/District	SB Road Pune
PIN	411007
Mobile No.	9975622121
Remarks	PAN2=~PN=Harshal~CA=
Amount in Words	Three Hundred Rupees Only

Payment Details

Payment Mode Selected	Across The Bank Counter Payment
Bank Selected	STATE BANK OF INDIA

Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today

All the information entered is found correct in the above draft. I want to proceed for Across The Bank Counter 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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5. Select **Proceed** 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.(fig 3.1)

6. The system generates **GRN Number** (Government Reference number)**.** The following screen is displayed (fig 3.4).

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.***

Fig 3.3

7.   Select **Ok** option. User gets Challan Print i.e. (fig 3.4)

Fig 3.4

CHALLAN

MTR Form Number-6

GRN	MH00 **3694495** 202021M	BARCODE |||||||||||||||||||||||||||||	Date	27/08/2020-15:54:42	Form ID

Department	Inspector General Of Registration	Payer Details		
Type of Payment	Registration Fees Ordinary Collections IGR	TAX ID / TAN (If Any)		
		PAN No.(If Applicable)		
Office Name	ABN_AMBEGAON SUB REGISTRAR	Full Name	Abhijeet	
Location	PUNE			
Year	2020-2021 From 01/04/2020 To 31/03/2021	Flat/Block No.	12	
Account Head Details	Amount In Rs.	Premises/Building		
0030063301 Amount of Tax	300.00	Road/Street	8	
		Area/Locality	SB Road Pune	
		Town/City/District		
		PIN	4 1 1 0 0 7	
		Remarks (If Any)		
		PAN2=~PN=Harshal~CA=		
		Amount In Words	Three Hundred Rupees Only	
Total	300.00			

Payment Details	STATE BANK OF INDIA	FOR USE IN RECEIVING BANK		
Cheque-DD Details		Bank CIN	Ref. No.	CPAAGPOLZ5
Cheque/DD No.		Bank Date	RBI Date	Not Verified with RBI
Name of Bank		Bank-Branch	STATE BANK OF INDIA	
Name of Branch		Scroll No. , Date		

Department ID :
NOTE:- This challan is valid for document to be registered in Sub Registrar office only. Not valid for unregistered document.
सदर चलन केवळ दुय्यम निबंधक कार्यालयात नोंदणी करावयाच्या दस्तांसाठी लागु आहे . नोंदणी न करावयाच्या दस्तांसाठी सदर चलन लागु नाही .

Mobile No. : 9975622121

------------Cut Here--Cut Here--Cut Here -------------

State Bank Collect	Pre Acknowledgment Payment (PAP) Form for Payment through any SBI Branch	Branch Copy

Branch Teller: Use SCR 008765 Deposit >Fee Collection>State Bank Collect

Beneficiary/Remittance Details		Mode of Payment	Cash	Cheque/DD
State Bank MOPS Reference No. :	**CPAAGPOLZ5**	Cash Notes	Amount Rs	Paise
Beneficiary	**MAHARASHTRA GOVT (GRAS)**	2000 x		
GRN	**MH003694495202021M**	500 x		
Full Name	Abhijeet	200 x		
Amount	**300 Three Hundred Rupees Only**	100 x		
		50 x		
Cheque/DD No.		20 x		
Cheque/DD Date		10 x		
Drawee Bank				
Drawee Branch		Total Rs		
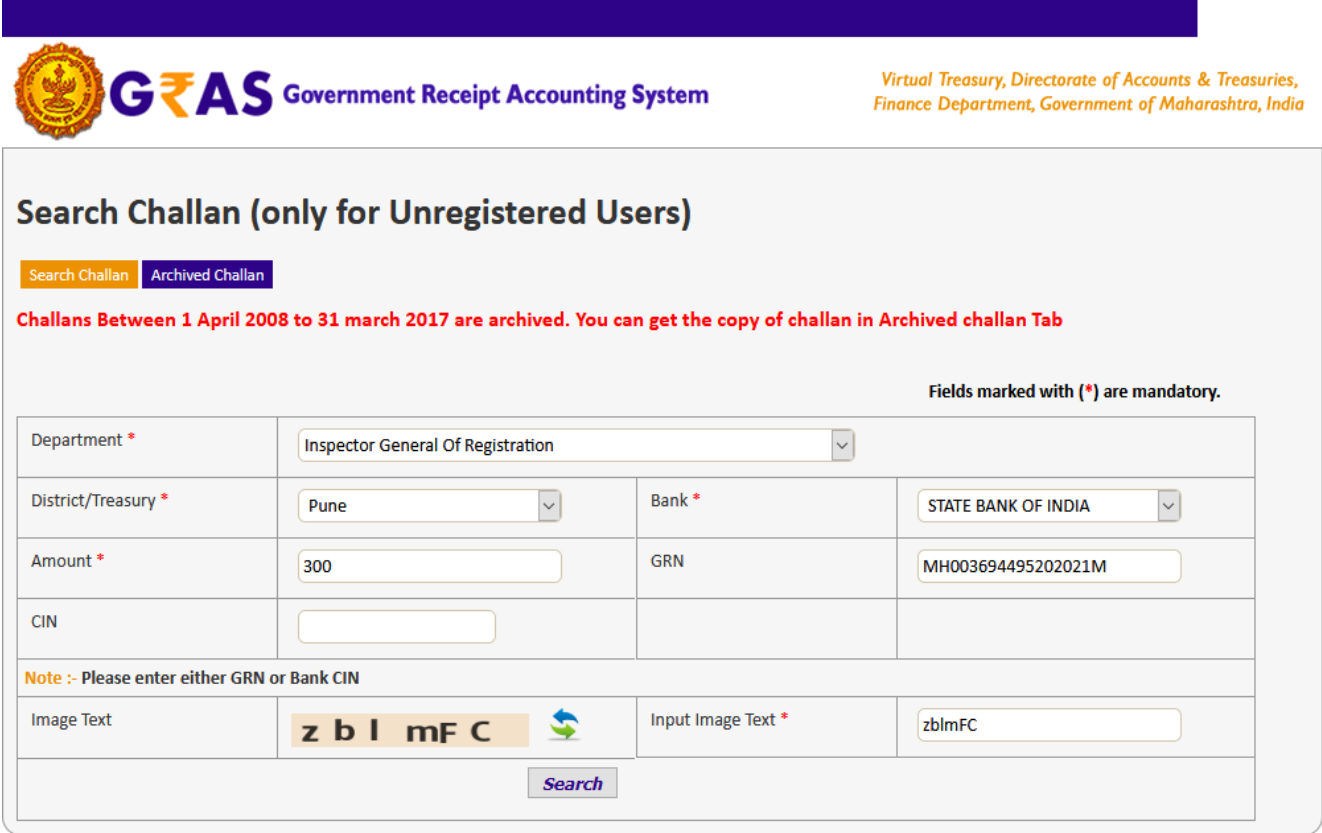
Branch Stamp

Signature of Depositor

Page 1/1

Print Date 27-08-2020 03:55:45

8. Validity of challan is for 7 days to be submitted at respective bank.

9. If user fail to submit challan within valid period then user need to create new challan for same.

10. Bank copy is at bottom of challan print.

11. On the HOME PAGE of GRAS site fig 2.1 .Please see the list of Bank and there branches available, where manual payment can be made.

4. Search Challan

- 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(fig4.1)

Fig4.1

[*] 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**.**

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)**

♣ Click on "**Search Button"** to get the details of challan. User will get screen (fig4.2)

Fig 4.2(Search Challan)

♣ Click on **GRN No**. to view the Challan Print. i.e. user will get screen shown below

♣ Incase if CIN not update or validity of challan (i.e. 7-days) expire then user will not be able to view Challan Print. Same challan need to be regenerate again.

♣ In case of successful payment and bank CIN not updated on GRAS site. Please update the bank CIN by clicking on **verify** link.