

**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

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# 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: **MDS f p X**

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








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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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Banks Available In GRAS						
Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash / Cheque)	eSBTR	Contact No.
1	IDBI BANK	✓	✗	✓	✓ eSBTR	Branch List ---
2	Punjab National Bank	✓	✗	✓	✓ eSBTR	Branch List ---
3	State Bank of India	✓	✓	✓	✓ eSBTR	All Branches ---
4	ALLAHABAD BANK	✓	✗	✗	✗	---
5	Andhra Bank	✓	✗	✓	✗	Nagpur High Court ---
6	बैंक ऑफ बरोडा Bank of Baroda	✓	✗	✗	✓ eSBTR	---
7	बैंक ऑफ इंडिया Bank of India	✓	✗	✓	✓ eSBTR	All Branches ---
8	बैंक ऑफ महाराष्ट्र Bank of Maharashtra	✓	✗	✓	✓ eSBTR	All Branches ---
9	Canara Bank	✓	✗	✗	✓ eSBTR	Direct : 080-25587437 TOLLFREE number : 18004250081
10	सेंट्रल बैंक ऑफ इंडिया Central Bank of India	✓	✗	✗	✗	--
11	Cooperative Bank	✓	✗	✗	✗	---
12	देना बँक DENA BANK A Government of India Enterprise Trusted Family Bank	✓	✗	✗	✗	---
13	इंडियन बँक Indian Bank	✓	✗	✗	✗	---
14	इंडियन ओवर्सीज बँक Indian Overseas Bank	✓	✗	✗	✗	---
15	ओरिएण्टल बँक ऑफ कॉमर्स Oriental Bank of Commerce	✓	✗	✗	✗	---
16	Union Bank of India	✓	✗	✓	✓ eSBTR	---
17	VIJAYA BANK	✓	✗	✗	✗	---
18	विश्वकर्मा बँक Vishwakarma Bank	✓	✗	✗	✗	---
19	LIC BANK	✓	✗	✗	✗	---

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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		₹	
Payer Details			
Department Tax ID / TAN		PAN	
Name *			
Block No/ Premises		Locality/Road	
Area/City		PIN	
Mobile No. *			
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 *	Select Bank		
Image Text	R W d Y v n	Input Image Text *	
Fields marked with (*) are mandatory			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

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

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Department Details			
Department *	Inspector General Of Registration	Payment Type *	Registration Fees
District *	PUNE	Office Name *	ABN_AMBEGAON SUB REGISTRAR
Scheme Name *	Ordinary Collections IGR		
Period Year *	2020-2021	Annual	
Article Code	Select		
Account Details			
Scheme Name		Amount	
0030063301	Amount of Tax	₹	300
Total Amount		₹	300.00
<b>Note : This Challan can be used in all the Sub Registrar offices in Same Jurisdiction PUNE</b>			
Payer Details			
Department Tax ID / TAN		PAN	
Name *	Abhijeet		
Survey/ GAT/CTS No. *	12	Area (Sq.M/Hec.) *	8
Locality & City *	SB Road Pune	PIN	411007
Mobile No. *	9975622121		
Second Party Name *	Harshal		
Consideration Amount		PAN No. of Second Party	
Payment Details			
Payment Mode	<input type="radio"/> e-Payment <input checked="" 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 *	j8iCqY
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:

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 Government. 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

- 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.


## 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

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[Make Payment](#) [Logout](#)

**DRAFT CHALLAN**  
MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	27/08/2020	Article Code	
<b>Department</b> Inspector General Of Registration <b>Type of Payment</b> Registration Fees/Ordinary Collections IGR <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 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=			
<b>Account Head Detail</b>				<b>Amount in Rs</b>			
0030063301 Amount of Tax				300			
Total Amount				300.00			
<b>Payment Details</b>							
Payment Mode Selected				Across The Bank Counter Payment			
Bank Selected				STATE BANK OF INDIA			
<b>Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today</b> 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. <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 <input type="radio"/> Agree <input type="radio"/> Disagree							
<a href="#">Proceed</a>				<a href="#">Cancel</a>			

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

GRN		To Be Generated	BARCODE	To Be Generated	Date	27/08/2020	Article Code
<b>Department</b> Inspector General Of Registration <b>Type of Payment</b> Registration Fees/Ordinary Collections IGR <b>Office Name</b> ABN_AMBEGAON SUB REGISTRAR <b>Location</b> PUNE <b>Year</b> 2020-2021 Annual From 01/04/2020				<b>Payer Details</b> Tax-Id / TAN (able) Abhijeet nises/Bldg 12 /Locality 8 SB Road Pune 411007 Mobile No. 9975622121 Remarks PAN2=~PN=Harshal~CA=			
<b>Account Head Detail</b> 0030063301 Amount of Tax				<b>Total Amount</b> 300.00 <b>Amount in Words</b> Three Hundred Rupees Only			
<b>Payment Details</b>							
<b>Payment Mode Selected</b>				Across The Bank Counter Payment			
<b>Bank Selected</b>				STATE BANK OF INDIA			
<b>Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today</b>							
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. <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 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree							
Proceed				Cancel			

Your GRN Number Is  
MH003694495202021M  
Note Down Your GRN Number For Future Reference

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

Fig 3.4

GRN MH00 3694495 202021M		BARCODE		Date	27/08/2020-15:54:42	Form ID
<b>Department</b> Inspector General Of Registration				<b>Payer Details</b>		
<b>Type of Payment</b> Registration Fees Ordinary Collections IGR				<b>TAX ID / TAN (If Any)</b>		
<b>Office Name</b> ABN_AMBEGAON SUB REGISTRAR				<b>PAN No.(If Applicable)</b>		
<b>Location</b> PUNE				<b>Full Name</b> Abhijeet		
<b>Year</b> 2020-2021 From 01/04/2020 To 31/03/2021				<b>Flat/Block No.</b> 12		
<b>Account Head Details</b>		<b>Amount in Rs.</b>		<b>Premises/Building</b>		
0030063301 Amount of Tax		300.00		<b>Road/Street</b> 8		
				<b>Area/Locality</b> SB Road Pune		
				<b>Town/City/District</b>		
				<b>PIN</b> 4 1 1 0 0 7		
				<b>Remarks (If Any)</b> PAN2--PN=Harshal-CA=		
				<b>Amount In Words</b> Three Hundred Rupees Only		
<b>Total</b>		300.00				
<b>Payment Details</b> STATE BANK OF INDIA				<b>FOR USE IN RECEIVING BANK</b>		
<b>Cheque-DD Details</b>				<b>Bank CIN</b> Ref. No. CPAAGPOLZ5		
<b>Cheque/DD No.</b>				<b>Bank Date</b> RBI Date Not Verified with RBI		
<b>Name of Bank</b>				<b>Bank-Branch</b> STATE BANK OF INDIA		
<b>Name of Branch</b>				<b>Scroll No. , Date</b>		

Department ID :

Mobile No. :

9975622121

NOTE:- This challan is valid for document to be registered in Sub Registrar office only. Not valid for unregistered document.

सदर चालन केवल दुय्यम निबन्धक कार्यालयत नोंदणी करावयाच्या दस्तांसाठी लागू आहे. नोंदणी न करावयाच्या दस्तांसाठी सदर चालन लागू नाही.

-----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 &gt;Fee Collection&gt;State Bank Collect

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

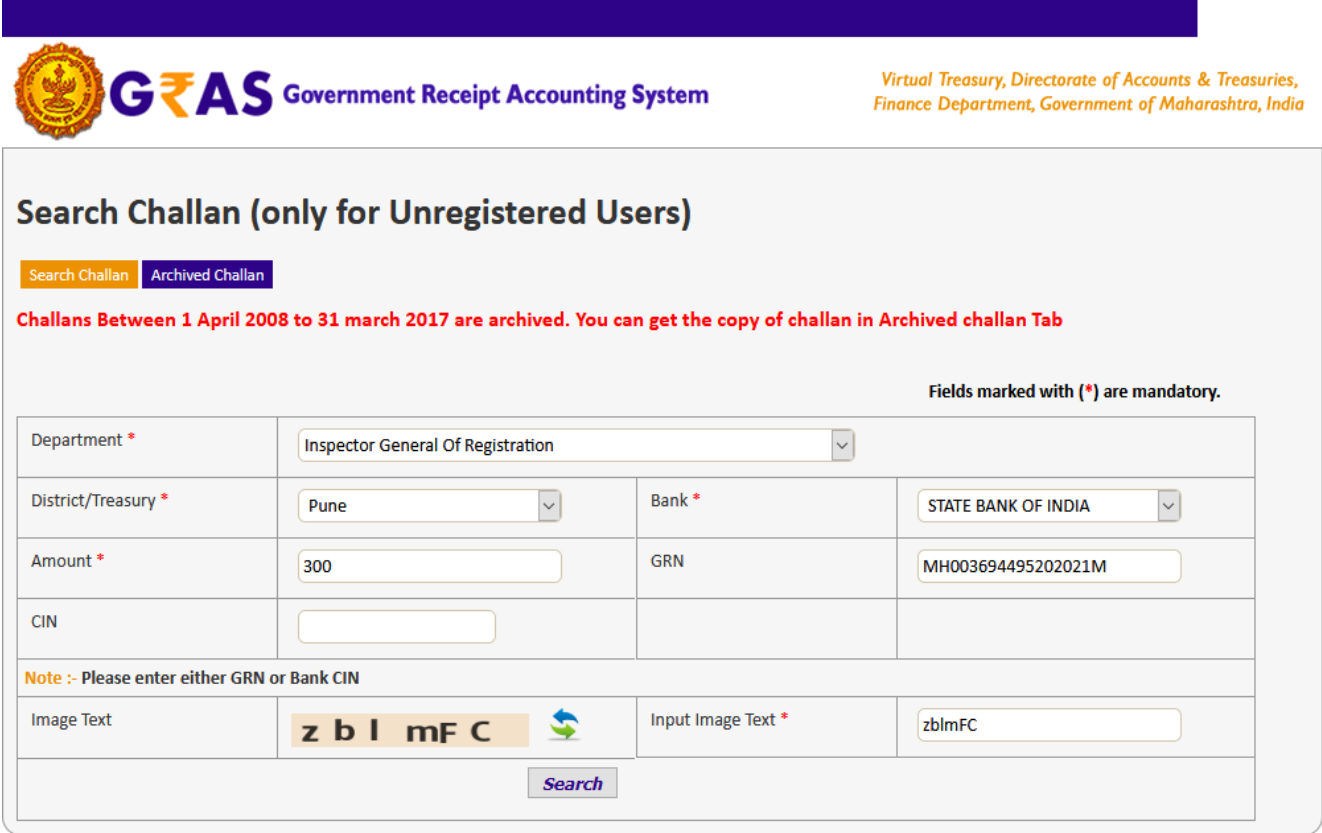
Branch Stamp	Signature of Depositor
--------------	------------------------

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




**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 *	300	GRN	MH003694495202021M
CIN			
<b>Note :-</b> Please enter either GRN or Bank CIN			
Image Text			Input Image Text *
			zblmFC

[Search](#)

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[\*] 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)



## GRAS

Government Receipt Accounting System

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

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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="Inspector General Of Registration"/>		
District/Treasury *	<input type="text" value="PUNE"/>	Bank *	<input type="text" value="STATE BANK OF INDIA"/>
Amount *	<input type="text" value="300"/>	GRN	<input type="text" value="MH003694495202021M"/>
CIN	<input type="text"/>		


Note :- Please enter either GRN or Bank CIN

Image Text		Input Image Text *	<input type="text"/>
------------	---	--------------------	----------------------

GRN	Party Name	Amount	Payment verification with bank
MH003694495202021M	Abhijeet	300.00	<a href="#">Verify</a>

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

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- ♣ 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.