Registered User Module

(Version 2.0)

GRAS

Government Receipt Accounting System)

Directorate of Accounts and Treasuries
Finance Department, Government of Jammu & Kashmir

Table of Contents

PURPOSE 3
AUDIENCE 3
GETTING STARTED 5
INTRODUCTION 6
SIGN UP NEW USER 6
SCREEN DETAILS 7
3.0 OPTIONS FOR THE REGISTERED USER 15
A) HOME 15
B) MAKE NEW PAYMENT 22
C) REPEAT PAYMENT 30
D) CHALLAN HISTORY (SEARCH CHALLAN) 32
E) CHANGE PASSWORD 35
F) LOGOUT 35

Purpose

The purpose of this document is to provide complete details about the module "New Registration". In order to enable online payment, the module facilitates to fill Challan electronically (e-Challan) on its website and make online payment using the participating Banks' Internet Banking Facility.

- This is 24 X 7 facilities to pay Government tax and non-tax payments into the Government Account.
- Users of this site can remit amounts through e-payment facility of the participating banks.
- Provides facility for generating and printing challan on the web site.
- Facility to pay taxes, non-tax payments to many of the departments of the State from the same place.
- Facility to get registered to use the system frequently. It helps to avoid entering personal data repeatedly.
- Facility for viewing and storing historical records of payments and re-viewing/ re-printing the challan at any time.

Audience

The target audience is registered user. This module has been developed taking into consideration the requirement of the user. User can be registered on the system as per his /her convenience.

After registration, user gets the following facilities -

- User is able to edit/ delete the unwanted profiles, if any.
- On every login – user gets record of last 10 transactions made on 'Home Page'.
- User is able to 'Repeat' the transactions with minimal input i.e. period and amount only from the 'Home Page'.
- User is able to maintain payment history of Challan – Date wise, Department wise and Tax wise.
- User is able to take prints of any challan at any time.

Mode of Payment:

- **E-Payment**: It can be used to make direct payment to the Government using the banks Internet payment facility.

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.

E-payment

- E- Payment is online method of govt. taxes and non-taxes payments process
- In e-payment user gets immediate receipt for the tax or non – tax payment made to the Government.
- User is required to have an Internet enabled banking account with any of the participating banks.

Getting Started

Fig 2.1 :

This module is meant for the registered user who wants to use the system frequently. User is able to get registered on the system after filling 'New registration' form. The user approaches portal and selects the **New Registration** option given below in the **Categories** index menu. User gets the screen for registration as described below.

Introduction Sign up New User

User has to fill this form so that user is able to get registered on the system. Fig 2.1

Screen Details

1. **Contact Information**: Contact information of the user.
2. **Personal Information**: Personal information of the user.
3. **Save Button**: To save the registration form.
4. **Reset Button**: To clear the form and to re-enter the registration form.
5. **Home Button**: To display index home screen.
6. **Menu Bar**: A menu bar is a horizontal strip that contains lists of available menus for a certain program.
7. **User Name**: Displays name on the top of the screen.
8. **Last Login Date and Time:** Displays last login date and time of the login.

Registration Details: User who wants to use the system frequently is able to register on the system. All the details related to '**New Registration**' are listed below.

Process:

1. Select **New Registration** option from the index menu **Categories.**
2. **New Registration** screen is displayed for user interaction.(fig2.1)
3. Enter **Contact Information** and **Personal Information.**
4. In the contact information user enters the field given below-
   - **Full Name**: Full name of the user.
   - **District**: District from where the user wants to make payment.
   - **Town/ City/ Area/Locality**: Town/ City/ Area/Locality name of the address.
   - **Road/ Street/ Post Office**: Road/ Street/ Post office name of the address.
   - **Premises/ Building/ Village**: Premises/ Building/ Village name of the user.
   - **Flat/Door/ Block No.:** Flat/Door/ Block Number of the user.
   - **PIN**: PIN of the city or Area.
   - **Contact Number (Landline):** Contact number of the user.
     - In the Contact number, user enters STD code (if user enters Phone no. Field) Enter Phone No. (Landline number): landline number of the user.

Enter Mobile No.: Mobile number of the user.

- **Email ID**: E -mail Id of the user.
- **Alternate Email ID**: Alternate E -mail Id of the user if any.

PAN: PAN (Permanent account number) of the user issued by income tax department.

5. In the personal details user enters the fields given below-

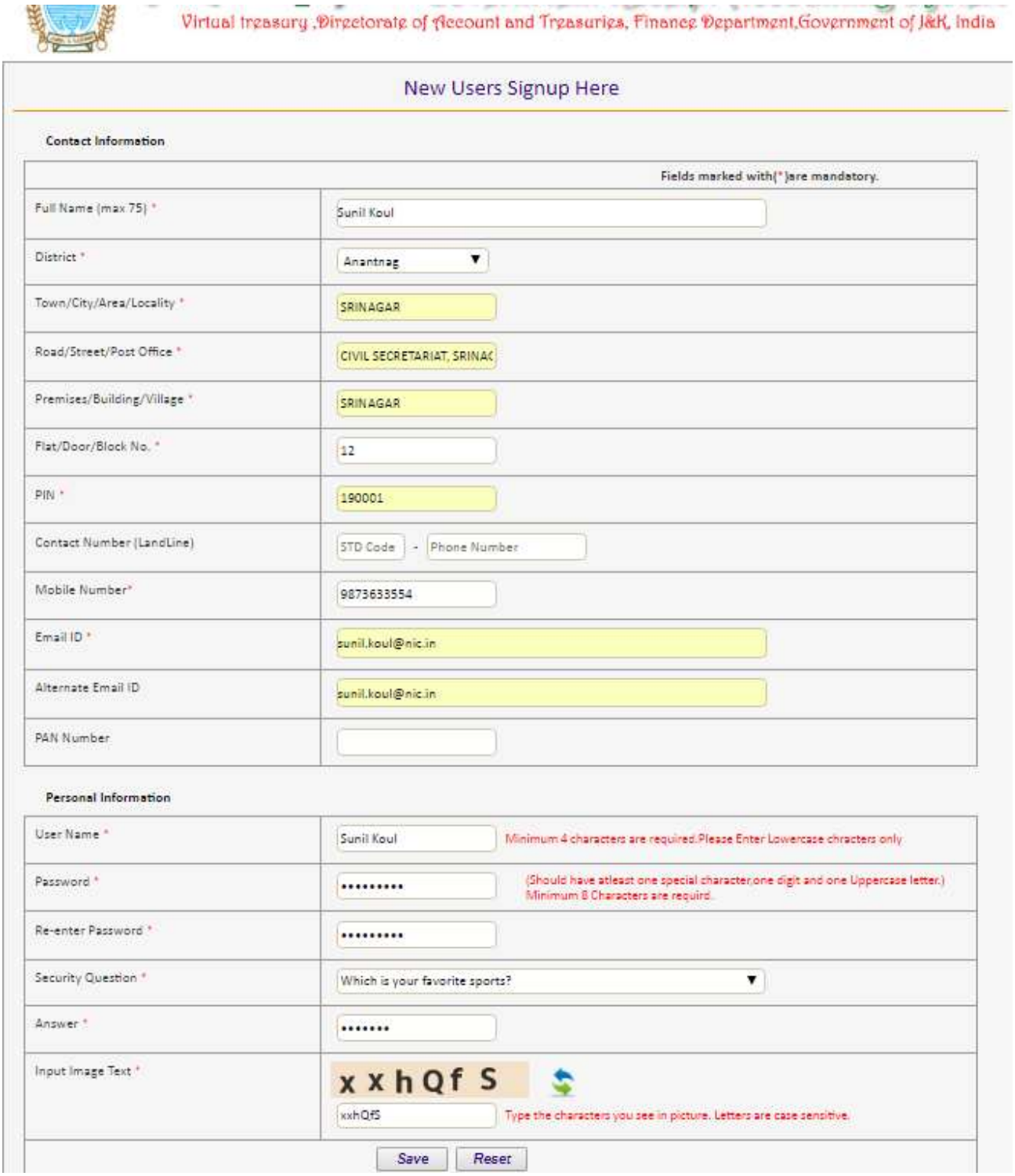
User Name: User can create any name of his choice; he desires to use that name login into the system. The user needs to remember this name every time whenever he wants to access his account on GRAS afterwards. The system auto-checks the availability of that user name and displays the same. If the user name chosen by the user is already taken before; the user is prompted to choose another user name; till the time he chooses unique user name.

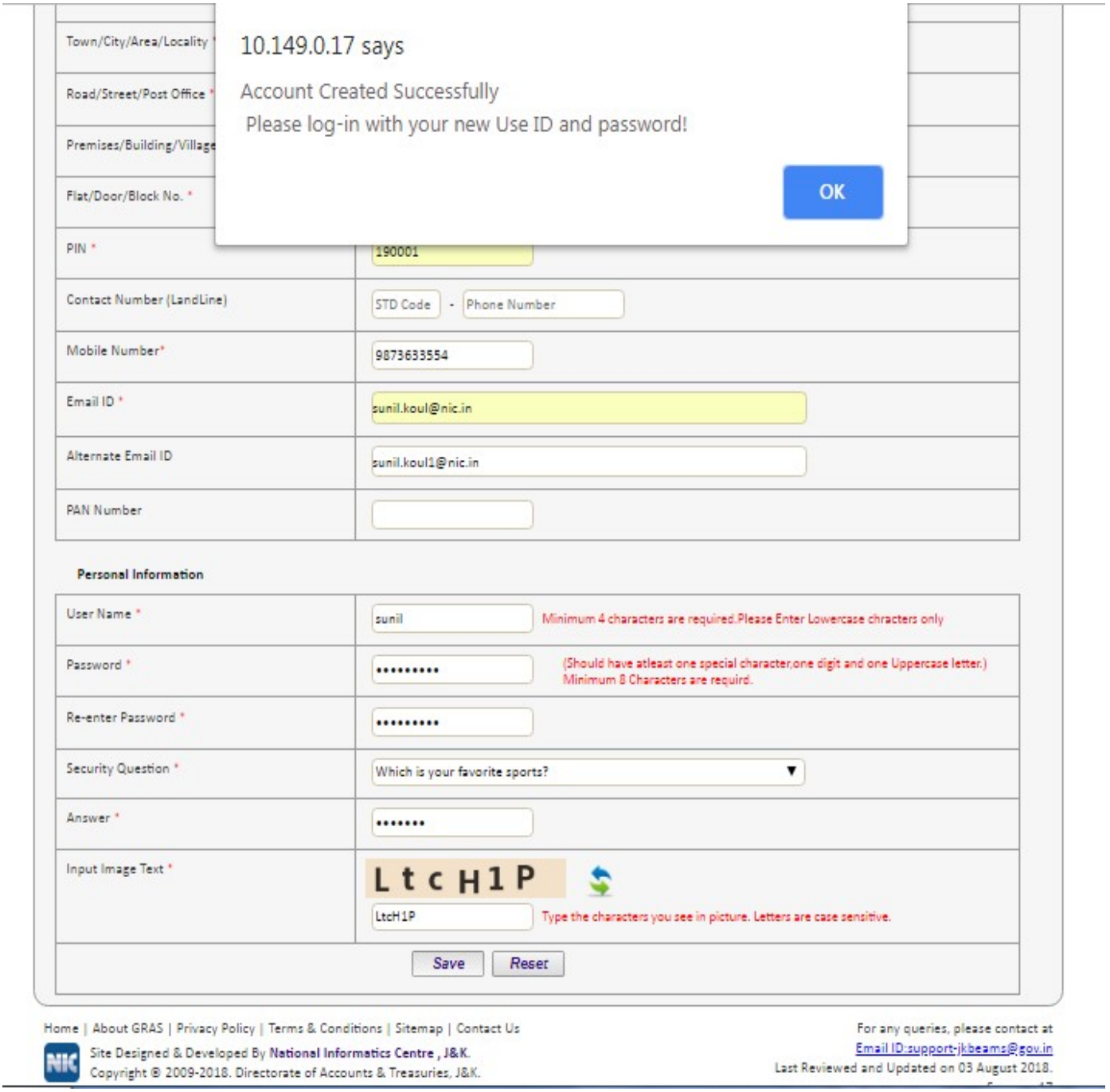
Note: *Name should be in the small letters.*

- **Password**: Appropriate password to login (User can create his own password for the login).
- **Re-enter Password**: Re-enter same password for confirmation.
- **Security Question**: Security question is used in case user forgets the user id and password; to retrieve his account. User selects the question from the drop down list.
- **Answer**: Enter appropriate answer for that question in the given field.
- **Word Verification**: Recognize the word and enter in the given field .The System displays some characters that the user has to enter in the text box provided.

6. After entering Contact information and Personal details user click on **Save** option to save the entered information.
7. User can select **Reset** option to re-enter the registration form. On **Reset**, User gets blank form. I.e. Fig 2.1. User can also select **Home** option toget home index screen.
8. On selection of **Save** option user gets the following screen (fig 2.2)

Fig 2.2


Virtual treasury ,Directorate of Account and Treasuries, Finance Department,Government of J&K, India
New Users Signup Here
Contact Information
Fields marked with(*)are mandatory.
Full Name (max 75) *
Sunil Koul
District *
Anantnag
Town/City/Area/Locality *
SRINAGAR
Road/Street/Post Office *
CIVIL SECRETARIAT, SRINAC
Premises/Building/Village *
SRINAGAR
Flat/Door/Block No. *
12
PIN *
190001
Contact Number (LandLine)
STD Code
Phone Number
Mobile Number*
9873633554
Email ID *
sunil.koul@nic.in
Alternate Email ID
sunil.koul@nic.in
PAN Number
Personal Information
User Name *
Sunil Koul
Minimum 4 characters are required.Please Enter Lowercase chracters only
Password *
(Should have atleast one special character,one digit and one Uppercase letter.)
Minimum 8 Characters are requird.
Re-enter Password *
Security Question *
Which is your favorite sports?
Answer *
Input Image Text *
x x h Q f S
xxhQfS
Type the characters you see in picture. Letters are case sensitive.
Save
Reset

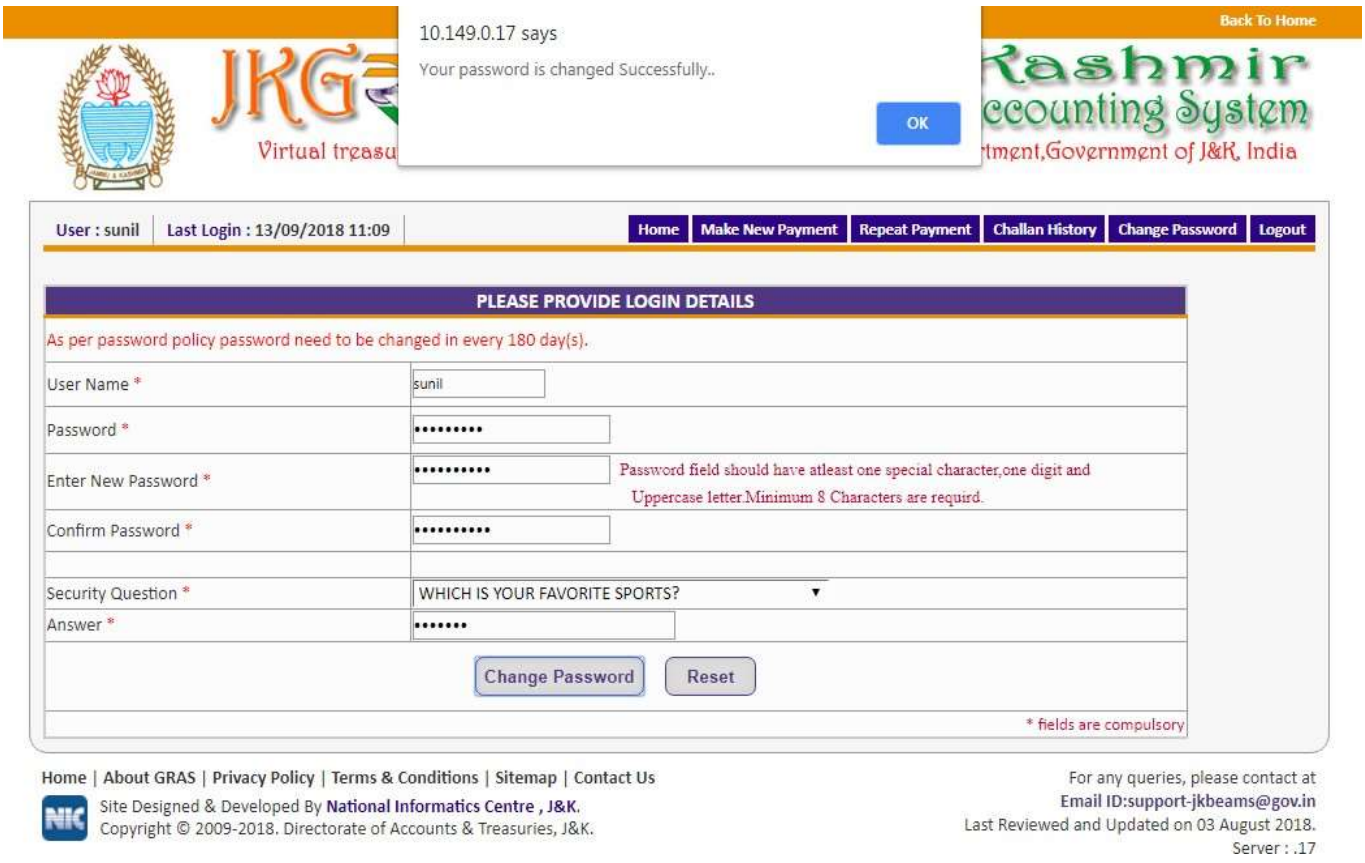


9. User gets the confirmation message of successful account created.
10. User selects **Ok** option .The following screen is displayed i.e. (fig 2.3)

Fig 2.3

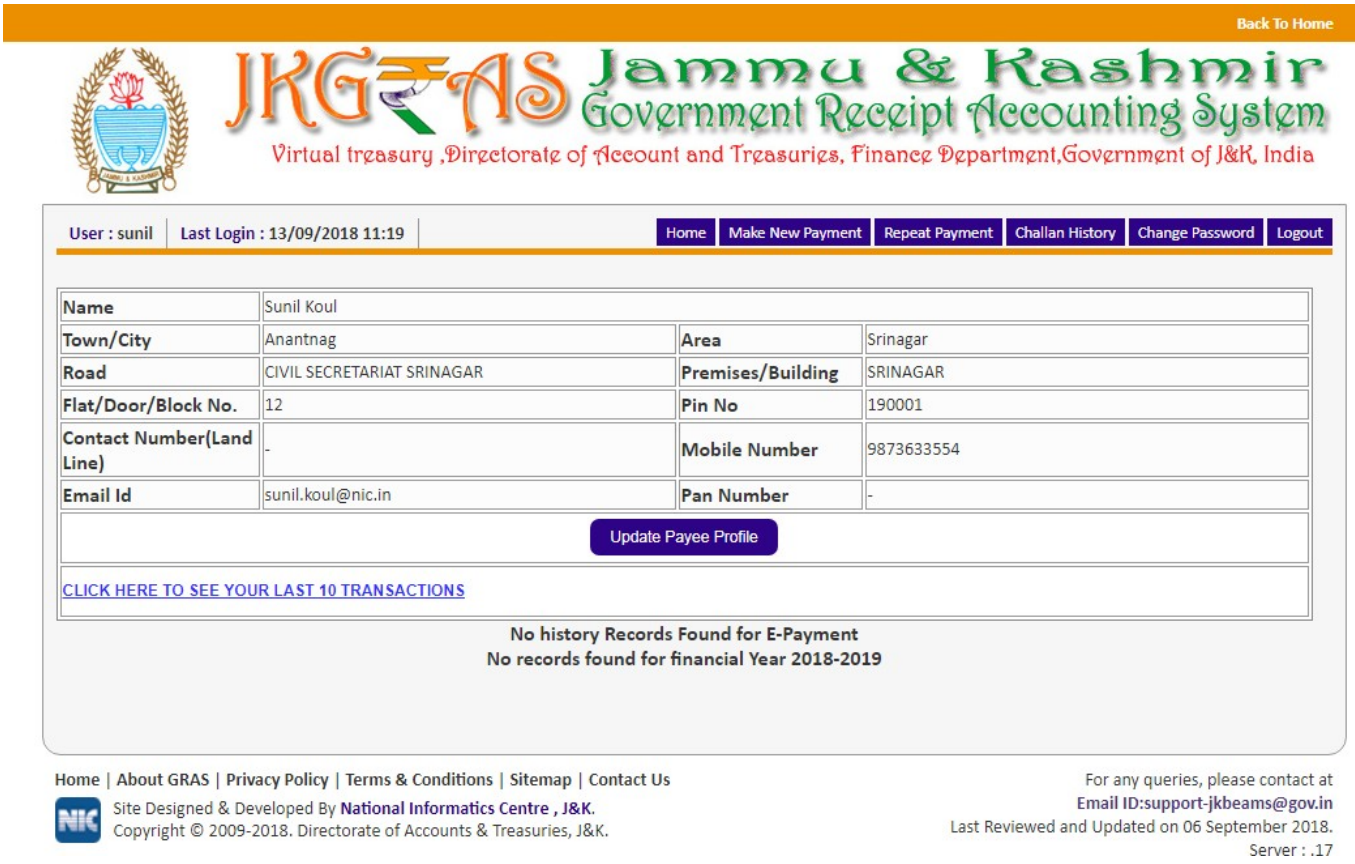
Skip to main content
A- A A+
A A
JKGRAS Jammu & Kashmir Government Receipt Accounting System
Virtual Treasury ,Directorate of Account and Treasuries, Finance Department,Government of J&K, India
Home | Sitemap | Contact U
Search
Users Login
User Name
sunil
Password
Image Text
kUeqTZ
Input Image Text
kUeqTZ
Login
Forgot Password
New User Registration
Pay Without Registration
Useful for users who pays taxes less frequently.
Search Challan
Userful to search Challan which is created using Pay Without Registration option.
Available Banks in GRAS
Available Banks for eSBTR
Available Cards & Banks for SBI e-Pay
(Charges Applicable) * Service for SBI e-Pay Successful Challans will be given on T+2 basis.
Available Departments in GRAS
ate Of Education | Directorate Of Geology And Mining | Directorate Of Industrial Safety And Health | D
Information About GRAS
Finance Department (FD), Government of Jammu and Kashmir, 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 Jammu and Kashmir. The acceptance of on-line payment of Jammu and Kashmir 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
Directorate of Insurance
Pay General Insurance Fund Fee in the form of e-Challan.

1. After first time login user need to change the password for using further functionality.



11. User enters defined **User Name** and **Password** in the given field.
12. After entering User Name and Password, User selects **Login** option.
13. User can select **Cancel** option to re-enter the user name and password.
14. On selection on **Login** option, user gets the following screen i.e.(fig 2.4)

Fig2.4


Back To Home
JKGRAS Jammu & Kashmir Government Receipt Accounting System
Virtual treasury ,Directorate of Account and Treasuries, Finance Department,Government of J&K, India
User : sunil
Last Login : 13/09/2018 11:19
Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout
Name
Sunil Koul
Town/City
Anantnag
Area
Srinagar
Road
CIVIL SECRETARIAT SRINAGAR
Premises/Building
SRINAGAR
Flat/Door/Block No.
12
Pin No
190001
Contact Number(Land Line)
-
Mobile Number
9873633554
Email Id
sunil.koul@nic.in
Pan Number
-
Update Payee Profile
CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS
No history Records Found for E-Payment
No records found for financial Year 2018-2019
Home | About GRAS | Privacy Policy | Terms & Conditions | Sitemap | Contact Us
Site Designed & Developed By National Informatics Centre , J&K.
Copyright © 2009-2018. Directorate of Accounts & Treasuries, J&K.
For any queries, please contact at
Email ID:support-jkbeams@gov.in
Last Reviewed and Updated on 06 September 2018.
Server : .17

15. After registration, by default user gets the personal details on the screen.
16. User clicks on the link to view the last 10 transactions made from the account.
17. Registered user gets the following facilities
    - Home tab: To see and verify the personal details and confirm his own account also to get the view of last 10 transactions made from the account and to check the status of the Challan and repeat the payment with minimal fields.
    - Make Payment tab: To add more profiles for different department and various Tax IDs and locations.
    - Payee Profile tab: To update user's profile information.
    - Challan History tab: To view history of payment transactions and print any/all historical challans paid by the user.
    - Change Password tab: To change the password of the user account.
    - Logout tab: To logout from the user account.

3.0 Options for the Registered user-

A. Home

B. Make Payment

C. Repeat Payment

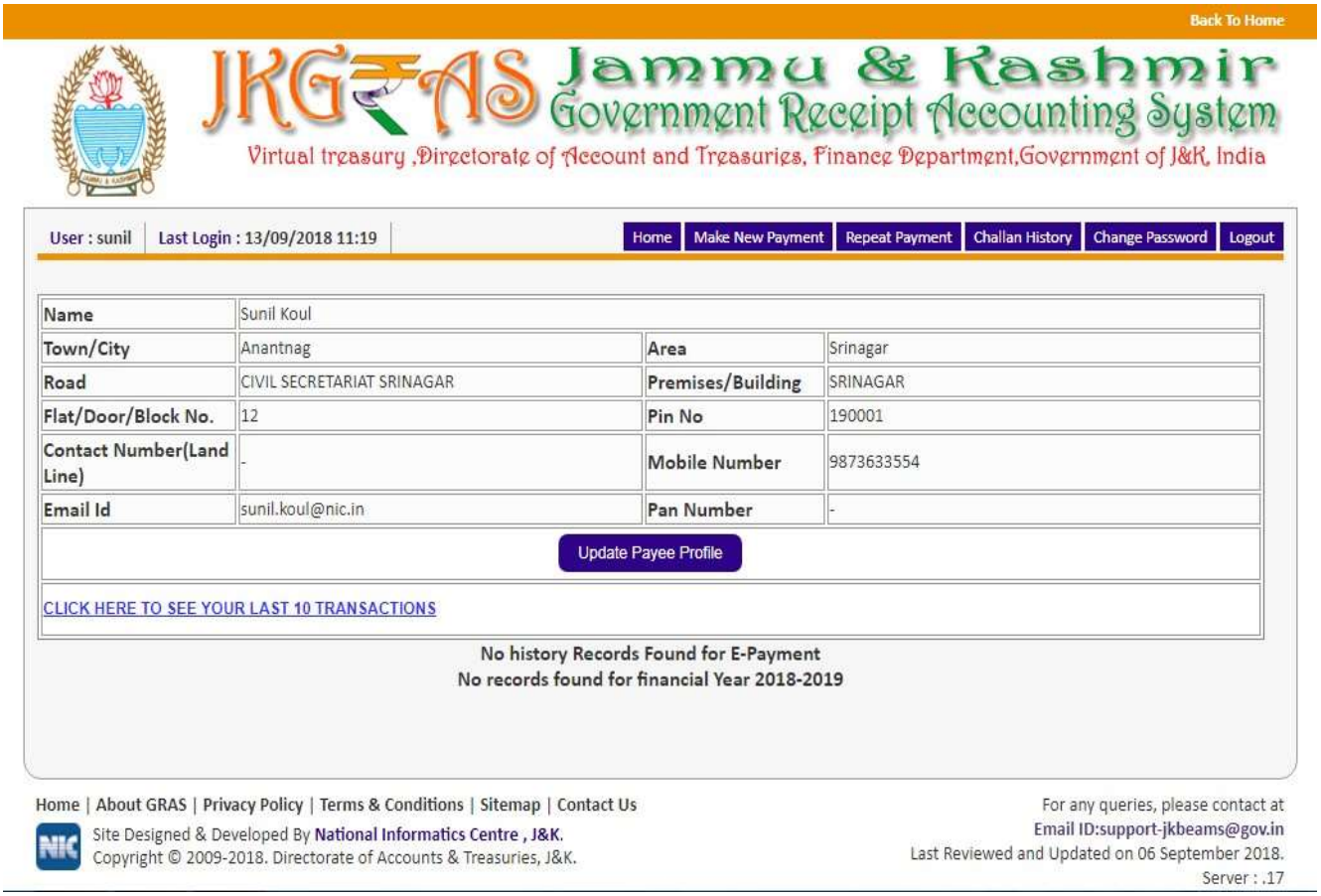
D. Challan History

E. Change password

F. Logout

A) Home

FigA.1



1. User's name and last login date and time is displayed on the top of the screen.
2. Registered User is able to view the details as to time and date of the previous/last login, the registration details abstract and able to view the last 10 transactions made from the account instantly.
3. User gets the transaction details with [Date (when transaction is made), GRN

(Government Reference number), Tax ID (Tax ID for which the payment is made), Office Location (Selected office location for payment), Amount (Payment amount), Status (Status of the payment), Repeat Payment (to repeat the transaction) and payment verification with Bank.

4. In case of unknown status of the transaction, user can verify the status ofthe challan payment from bank site.

Status can be:

- **Successful**- for successful payment to the Government
- **Failure**- for unsuccessful transaction/non-transfer of payment to Government
- **Pending-** for pending the authorization at the banks' side
- **Verified at Bank**- for Payment verified by Government at the banks' side
- **Verified at RBI**- For Payment verified by Government at the RBI

User clicks on the GRN on the same screen and get the **Challan in MTR Form Number-6**.

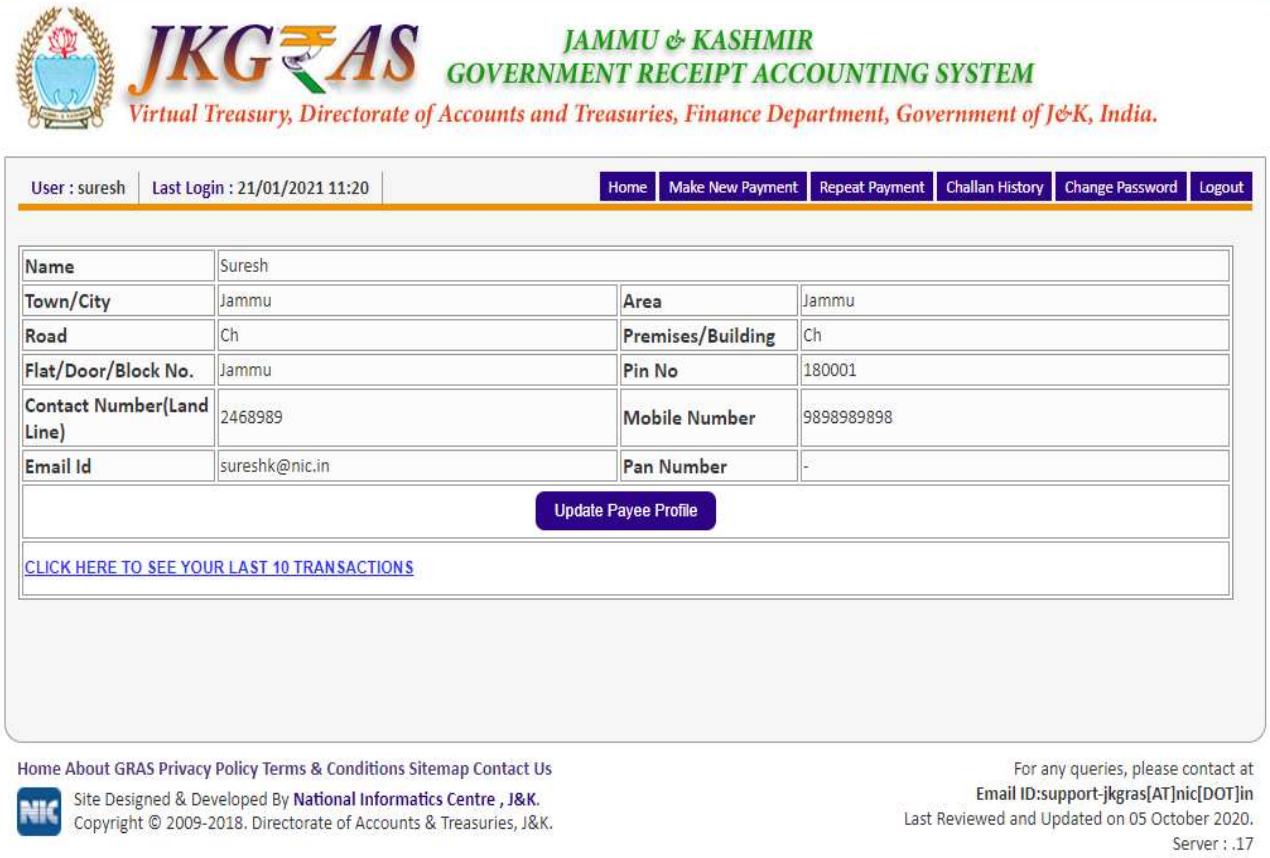
5. User has facility to repeat the transaction. Against every transaction, the user has the option to repeat the same transaction with minimal changes of Scheme code period and amount. The user simply clicks on the '**Repeat'** option against the transaction that user desires to repeat on.

- *How to verify challan?*

❖ Process:

To "Verify" the challan user must login with defined **User Name** and **Password.** After **Login**, user gets login details the following screen i.e. (fig A.3)

FigA.3



- To view last 10 transaction click on link **"Click here to see last 10 transactions"** user will get the screen (A.4)

FigA.4

- When user point the mouse pointer on GRN explanatory message is displayedas shown in (figA.5)

FigA.5

NIC-SDCPN-FIN-GRAS-User manual -01 Version 2.0 18

Select the respective GRN to view the challan as shown in (figA.5)
Before selecting GRN please check **"Payment verification with Bank"**

Note: Payment verification with Bank

- If GRAS site receive the Bank CIN from Bank site, then **Paymentverification with bank** is shown as **"-"** and user can click on GRN No. to view the **challan.**
- 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 **"GRN" to verify** from fig (A.5) user will get screen (figA.6)
- Since GRAS site has not received Bank CIN from Bank site, hence challan will not be able to view and following screen will appear (A.6)

- Click on **Close** Option
- Go to **Home Page** you will notice

Note:

- **Payment verification with bank is shown "-" and status Successful.**

Fig 1.7(Home Screen)

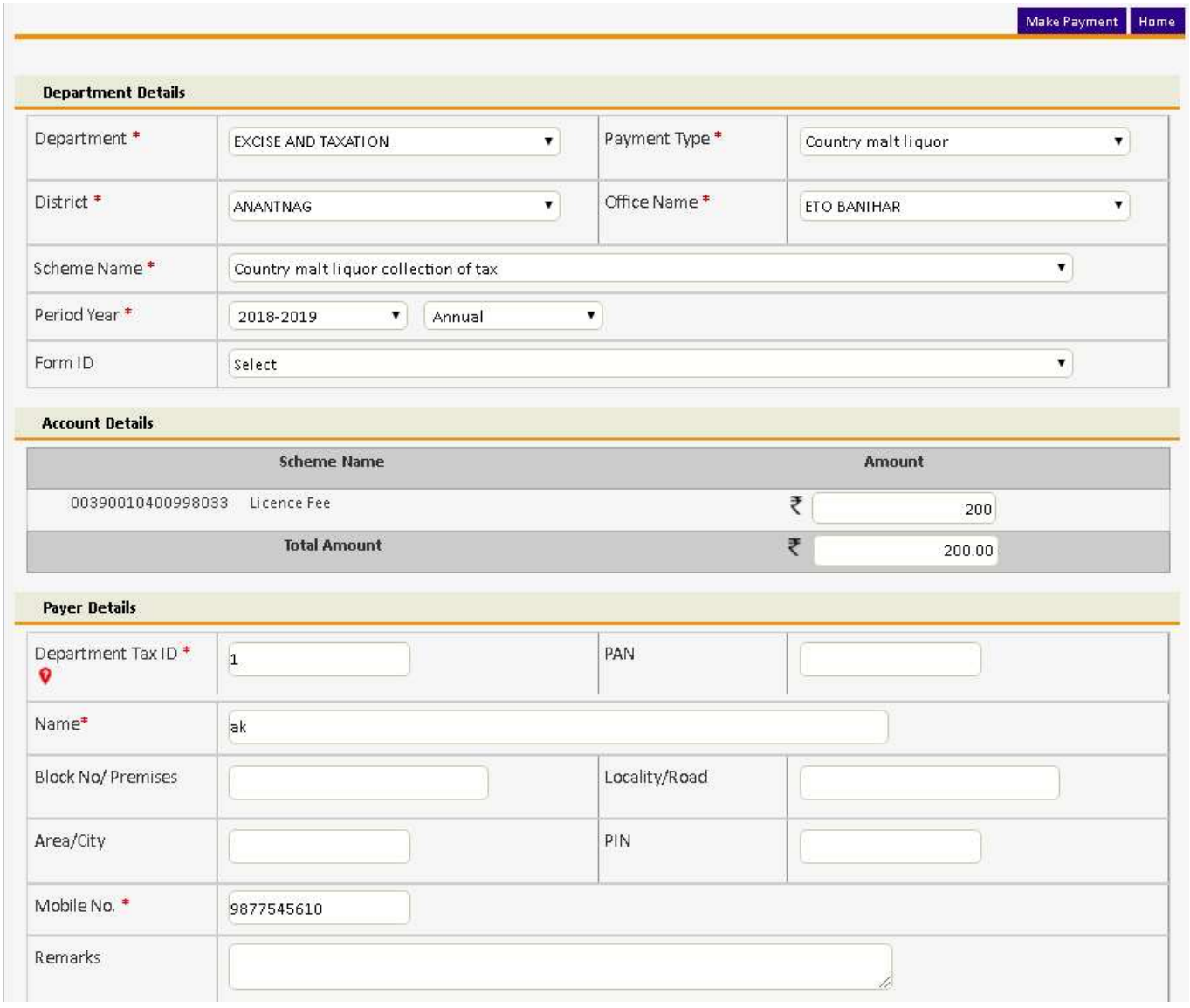
Click on "**GRN**" to view the challan, refer B.7 Fig

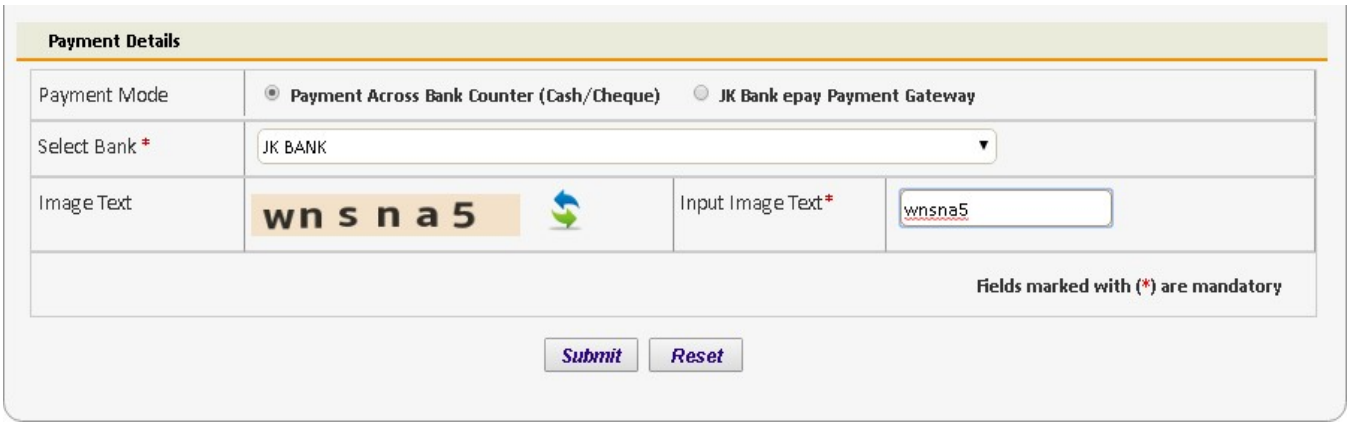
B) Make New Payment

To add more profiles for various departments.

- Select '**Make Payment'** tab. User gets the below screen i.e.(fig B.1)

Fig B.1

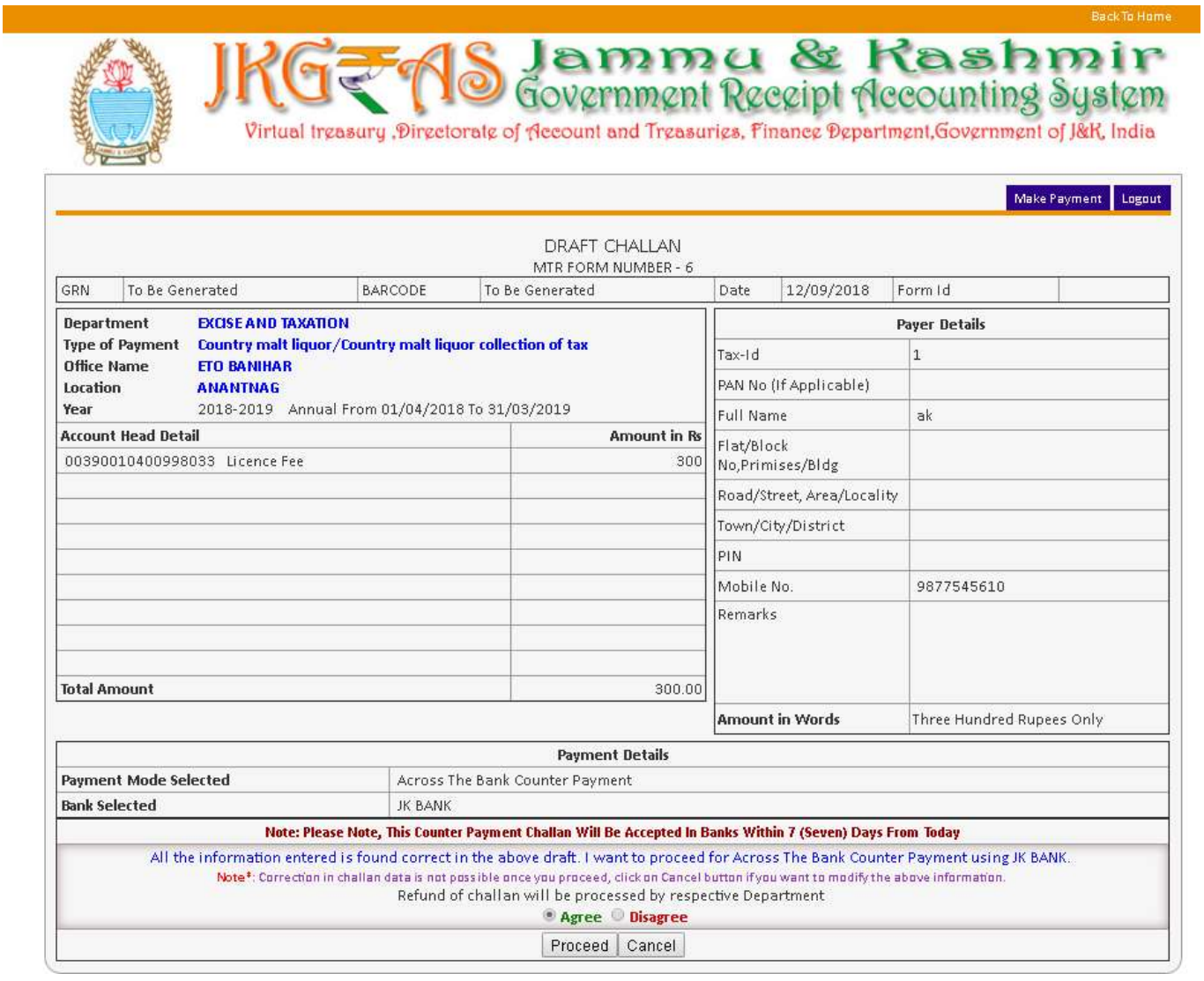




- Select Period (Year) - Select year, Current Financial year selected by default.
- Note: Else, user can pay taxes for the last 2 previous years and 2 next financial years
- by selecting proper year. Based on the mode of payment user selects the period.
- The following options are available for the period
- Annual: This option is used for making Annual payments i.e. 1st Financial year
- [April – March].
    - Half Yearly: It is semiannual period or payable twice each year. User selects

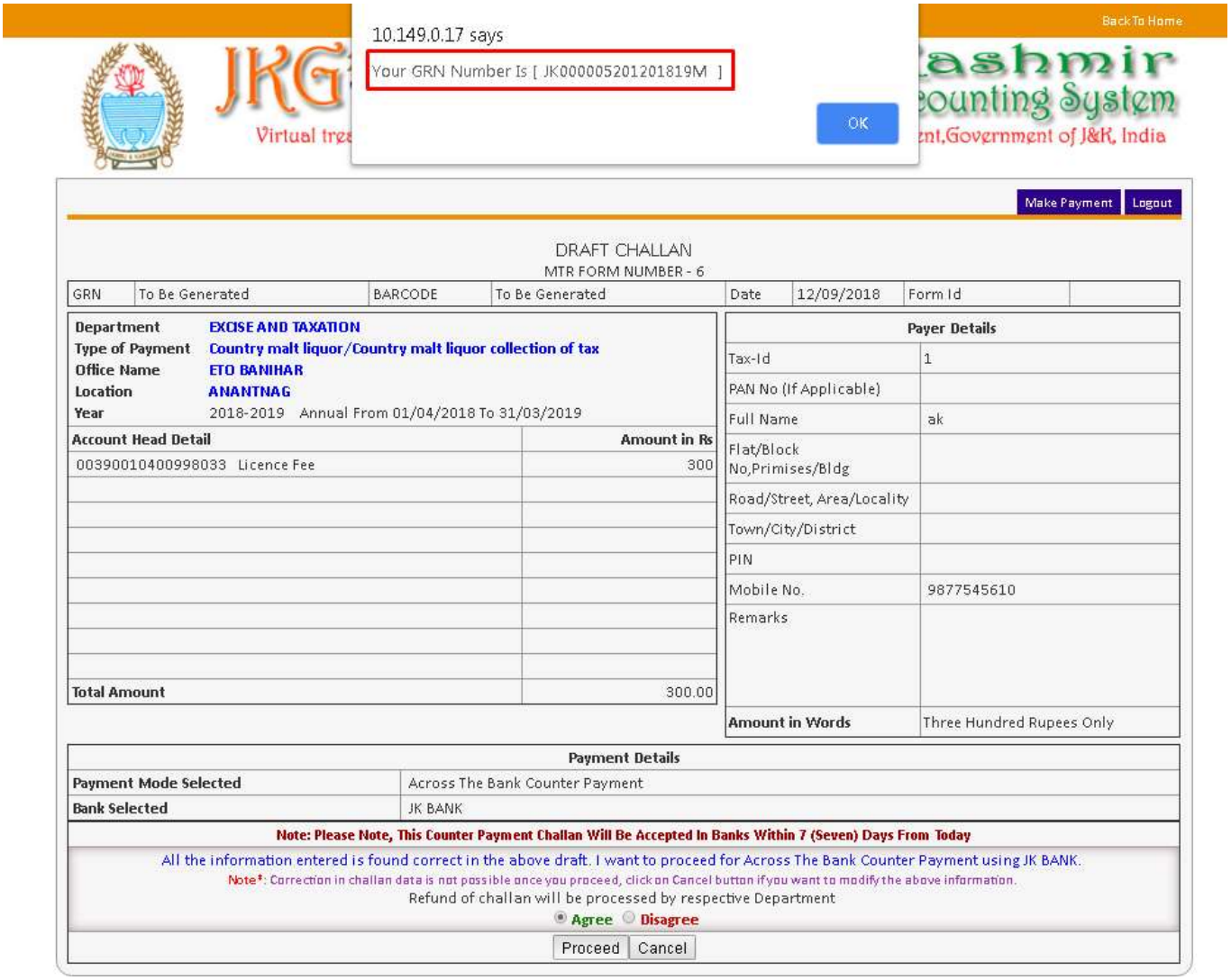
- any one period
- April – September
- October – March
  - Quarterly: It is divided into four intervals. User selects any one quarter as per
  - the requirement
- April–June
- Fill up all the details click on submit to view the draft Page

Fig B.2



- Click On Proceed to view next page or click on cancel to reset the details

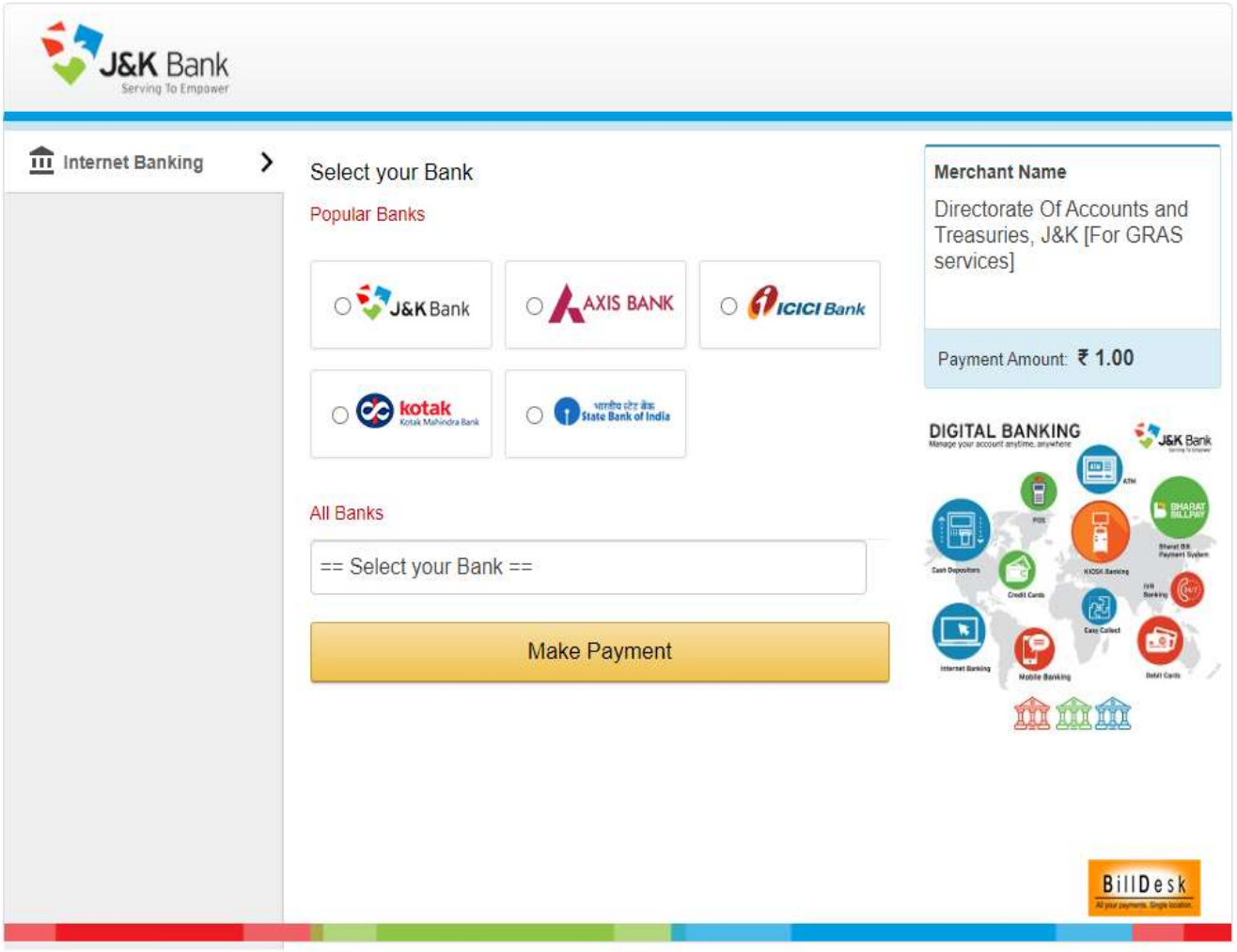
Fig B.3



- Click On ok to view next page or click on cancel to reset the details

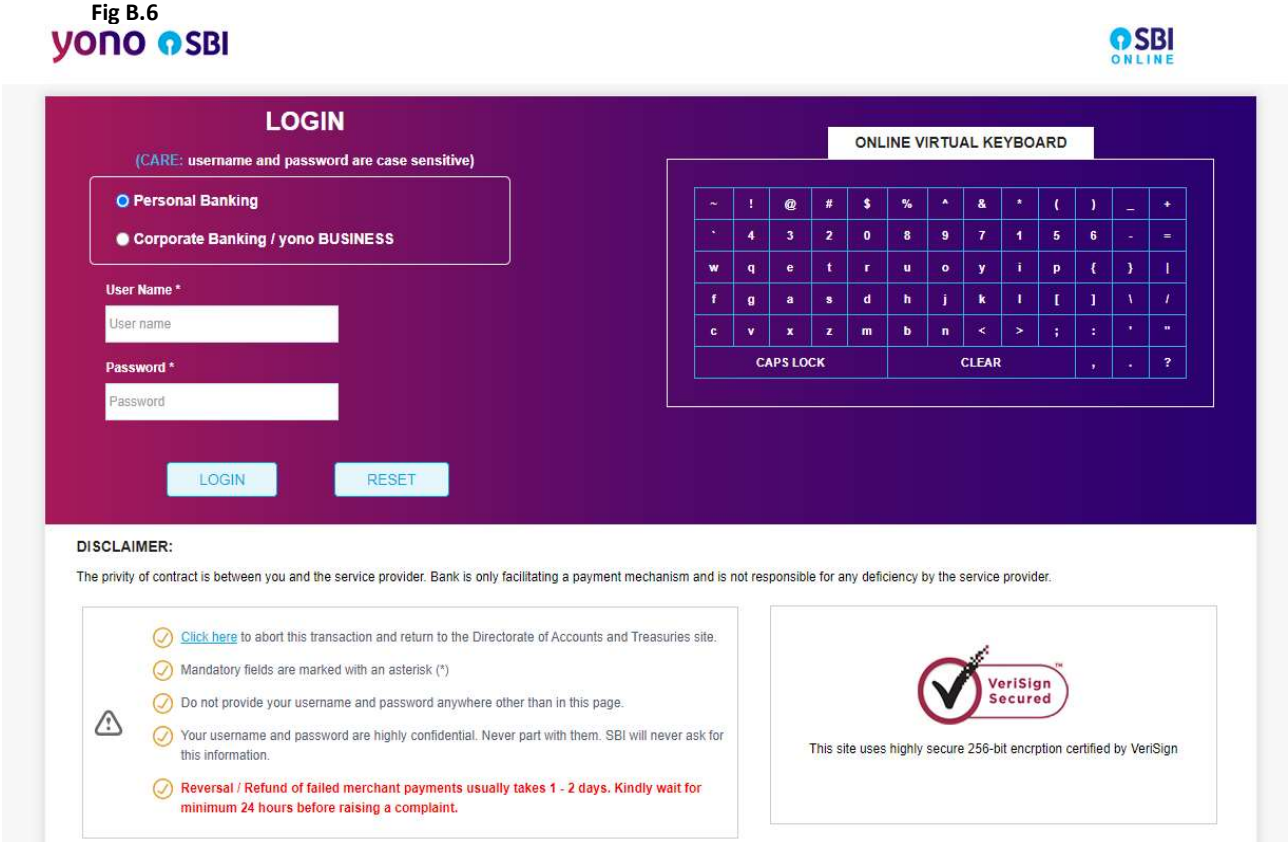
- Click On OK to Proceed

Fig B.5



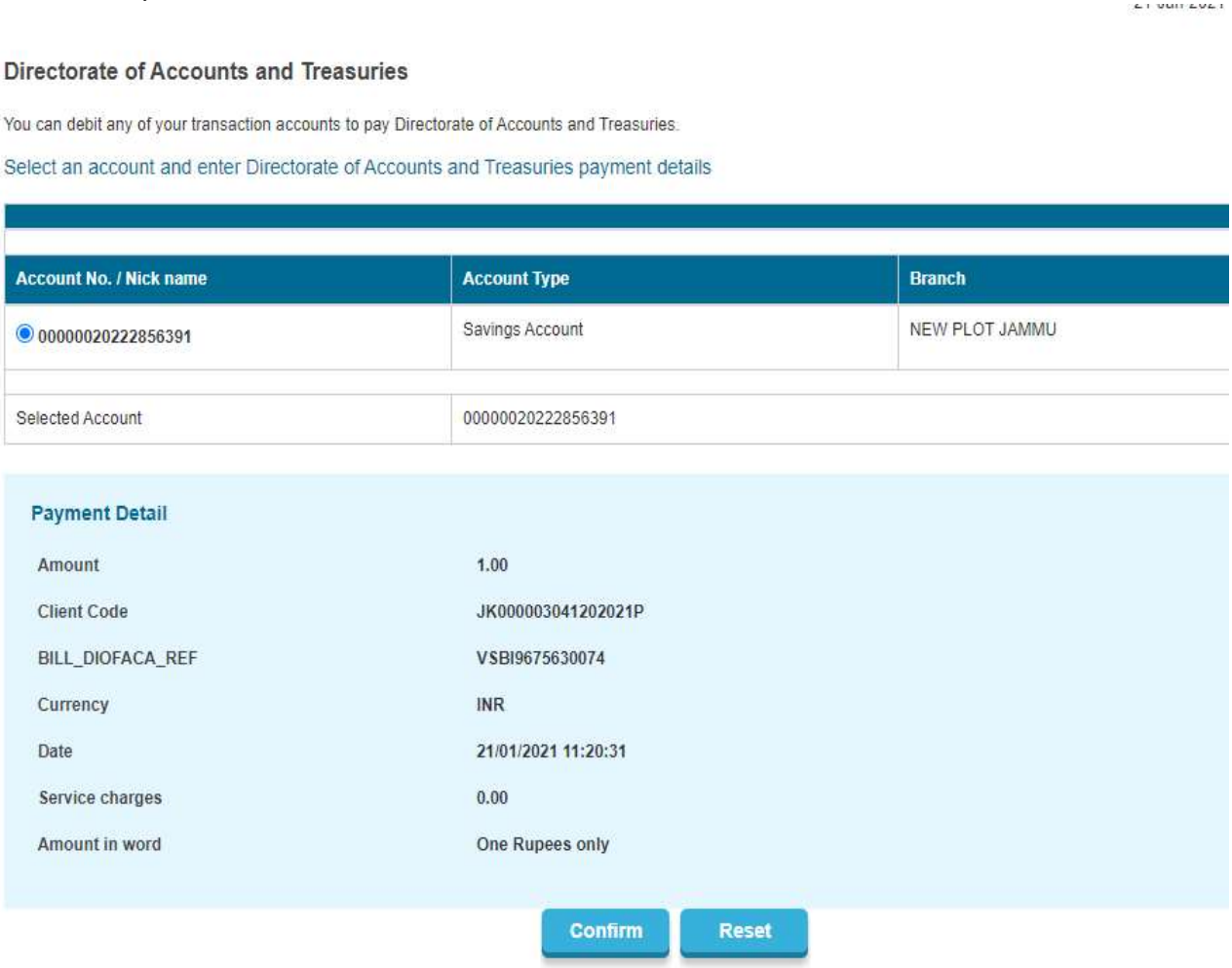
- **User**:
  - If the user is Retail User/individual user then user should enter the **Internet Banking Log-in ID** and **Password** issued by the respective Bank and login into bank account.

Fig B.6



- Enter the **IUser Id** and **Login Password** issued by the respective Bank.
- User gets the payment detail screen form bank side

Fig B.6
Bank Payment confirmation



Directorate of Accounts and Treasuries

You can debit any of your transaction accounts to pay Directorate of Accounts and Treasuries.

Select an account and enter Directorate of Accounts and Treasuries payment details

Account No. / Nick name	Account Type	Branch
00000020222856391	Savings Account	NEW PLOT JAMMU

Selected Account	00000020222856391

Payment Detail

Amount	1.00
Client Code	JK000003041202021P
BILL_DIOFACA_REF	VSBI9675630074
Currency	INR
Date	21/01/2021 11:20:31
Service charges	0.00
Amount in word	One Rupees only

Confirm Reset

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

- **Fig B.7**

Challan Format

CHALLAN
TR Form F.C.2

GRN JK 00000 **2901** 202021M	**BARCODE**		**Date** 19/01/2021-12:29:43	**Form ID**	
Department EXCISE			**Payer Details**		
Type of Payment Import and Excise Duty / Import of ENA/Other Spirits			**TAX ID (If Any)**	01/JKEL-1	
			PAN No.(If Applicable)		
Office Name DY EXCISE COMM EXECUTIVE JAMMU			**Full Name**	Suresh	
Location JAMMU					
Year 2020-2021 From 01/04/2020 To 31/03/2021			**Flat/Block No.**		
Account Head Details	**Amount In Rs.**		**Premises/Building**		
00390010400998033 Receipts	1000.00		**Road/Street**		
			Area/Locality		
			Town/City/District		
			PIN		
			Remarks (If Any)		
			import duty for year		
			Amount In Words	One Thousand Rupees Only	
Total	1,000.00				
Payment Details J and K Manual			**FOR USE IN RECEIVING BANK**		
Cheque-DD Details			Bank CIN	Ref. No.	
Cheque/DD No.			Bank Date	RBI Date	Not Verified with RBI
Name of Bank			Bank-Branch	J and K Manual	
Name of Branch			Scroll No. , Date		

Make payment at any of the listed branches * of J and K Manual handling GOVERNMENT OF Jammu and Kashmir Business Before 26/01/2021

Mobile No. : 9898989898

-----Cut Here----------Bank Copy----------Cut Here-----

C. Repeat Payment

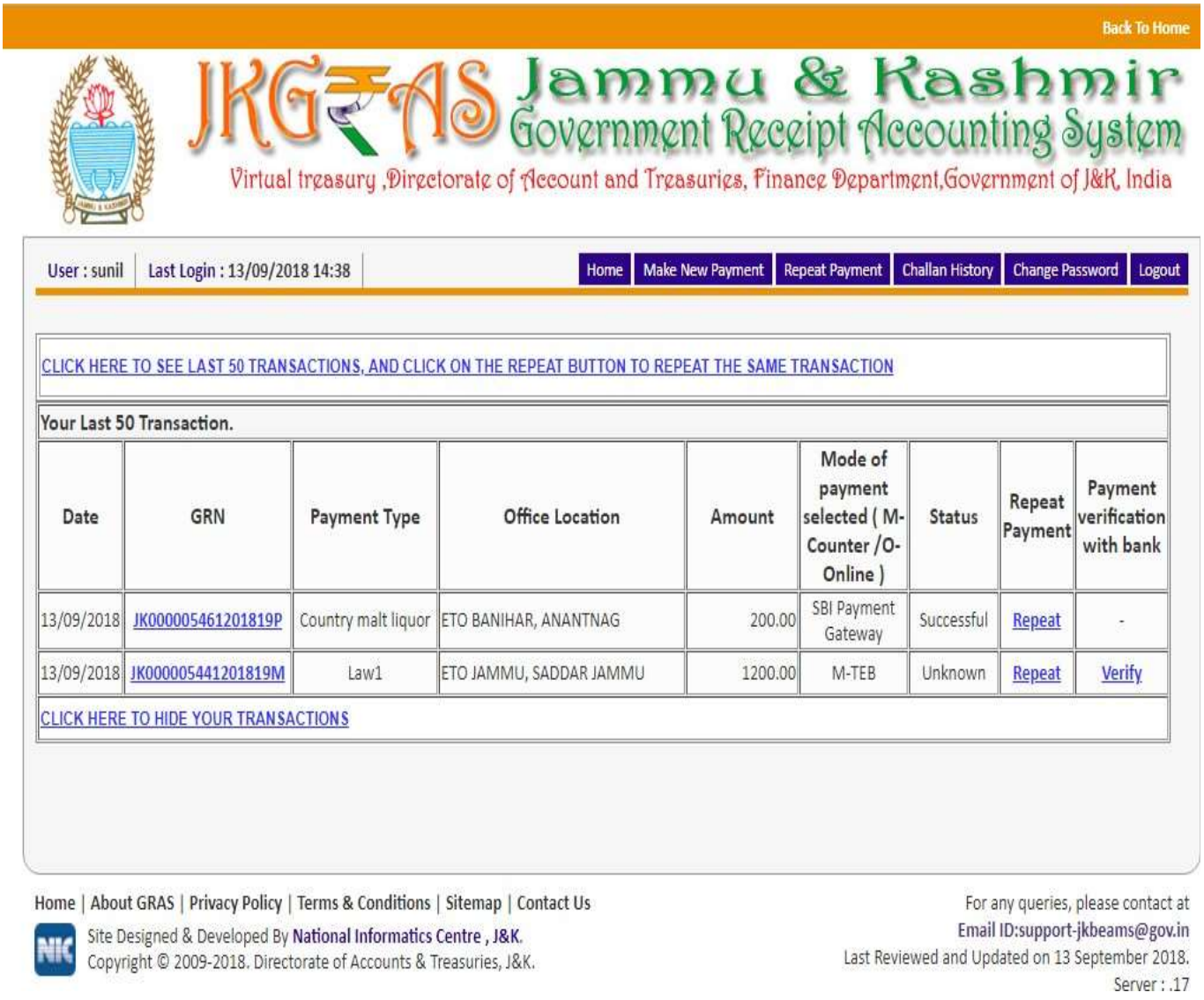
To avoid filling of same information repeatedly

figC.1

Repeat Payment

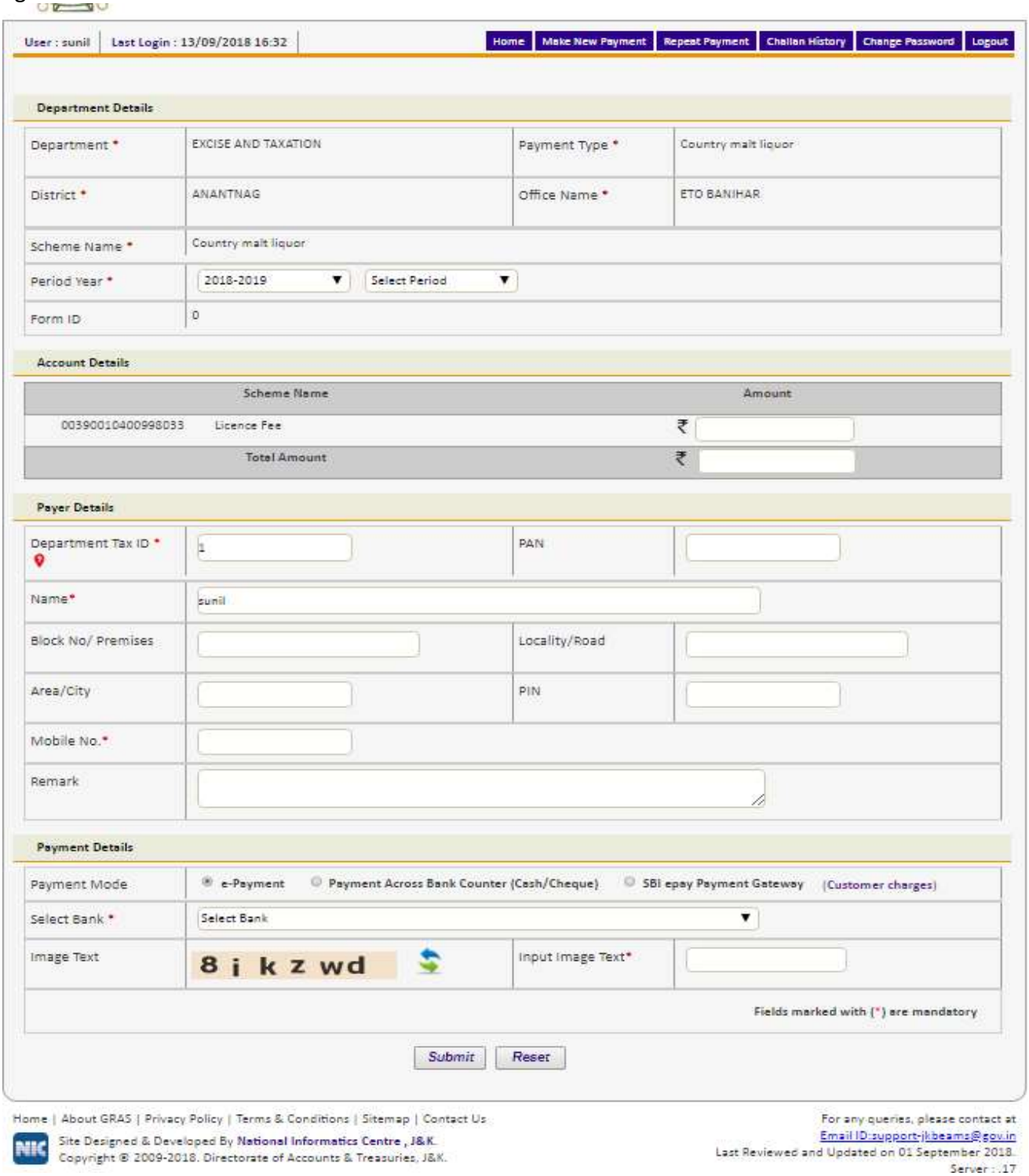
This is used to repeat the same challan information filled in any one of last 50 transactions
Click on the link to view last 50 Transaction as listed in fig C.2

Fig C.2


Back To Home
JKGRAS Jammu & Kashmir Government Receipt Accounting System
Virtual treasury ,Directorate of Account and Treasuries, Finance Department,Government of J&K, India
User : sunil
Last Login : 13/09/2018 14:38
Home
Make New Payment
Repeat Payment
Challan History
Change Password
Logout
CLICK HERE TO SEE LAST 50 TRANSACTIONS, AND CLICK ON THE REPEAT BUTTON TO REPEAT THE SAME TRANSACTION
Your Last 50 Transaction.
Date | GRN | Payment Type | Office Location | Amount | Mode of payment selected (M-Counter /O-Online) | Status | Repeat Payment | Payment verification with bank
13/09/2018 | JK000005461201819P | Country malt liquor | ETO BANIHAR, ANANTNAG | 200.00 | SBI Payment Gateway | Successful | Repeat | -
13/09/2018 | JK000005441201819M | Law1 | ETO JAMMU, SADDAR JAMMU | 1200.00 | M-TEB | Unknown | Repeat | Verify
CLICK HERE TO HIDE YOUR TRANSACTIONS
Home | About GRAS | Privacy Policy | Terms & Conditions | Sitemap | Contact Us
Site Designed & Developed By National Informatics Centre , J&K.
Copyright © 2009-2018. Directorate of Accounts & Treasuries, J&K.
For any queries, please contact at
Email ID:support-jkbeams@gov.in
Last Reviewed and Updated on 13 September 2018.
Server : .17

Click on Repeat link to make payment with the same details as filled in previous transaction
You can see already filled form in fig C.3

Fig C.3



D. Challan History (Search Challan)

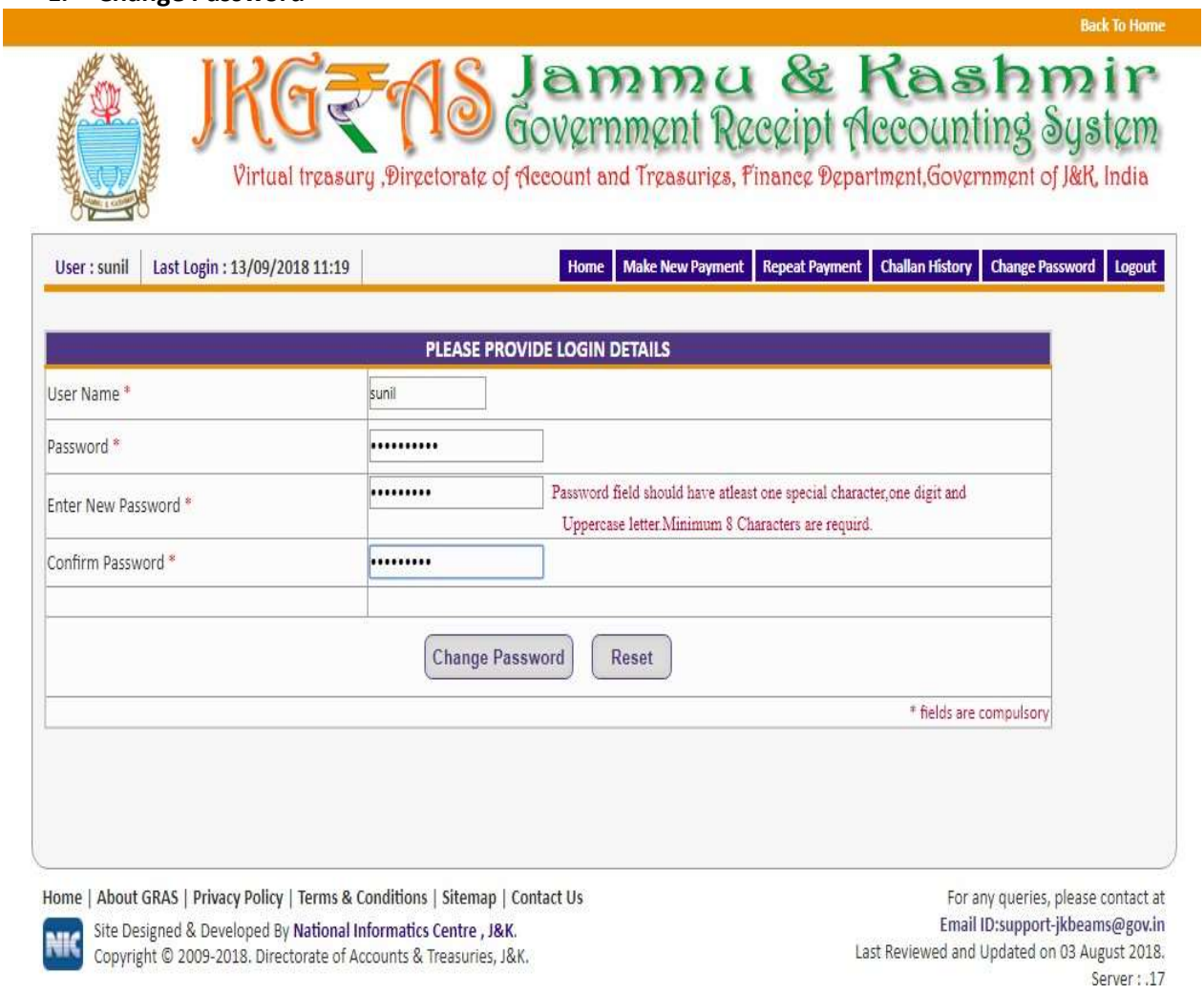
- To view Challan history Select Challan History tab

- User is able to check the number of Challan created Period wise, Department wise,
- Pay-Type wise, Status wise, amount wise and Tax ID wise using this option.
- Select From Date and To Date as per the requirement with the help of given calendar.
- Select Pay Type from the list.
- Select Tax ID from the drop down list, user can see the number of Challan made for
- that particular tax ID.
- Select Status of the challan from the list.
- Enter amount range of the payment in From Amount and To Amount fields.
- Select Show option, user gets the history of all previous transactions as per the
- selection of date and Pay Type.

Fig D.1

Click on GRN, user can view the Challan refer (Fig B.17)

E. Change Password



To change the existing password

Fig E.1

- Select Change Password tab. User gets the above screen to change the password.
- Enter User Name in the given field.
- Enter current password in the Password field.
- User enters New Password in the given field.
- User enters the same new password in the Confirm Password field.
- After entering all the fields' user selects Change Password option to update new password. User can select Reset option to re-enter the fields.

  User's new password is updated and user can login the system with new password.

F. Logout

When the user completes the work user should logout immediately to free the resources with the central server. The system displays the home page.