

User Manual

**Pay Without Registration
Module**

(Version 2.0)

**GRAS
(Government Receipt Accounting System)**

**Directorate of Accounts and treasuries
Finance Department,
Government of Jammu and Kashmir**

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1 Introduction

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.

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

Figure 2.1

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JKGAS JAMMU & KASHMIR GOVERNMENT RECEIPT ACCOUNTING SYSTEM
Virtual Treasury, Directorate of Accounts and Treasuries, Finance Department, Government of J&K, India.

Users Login

User Name:
 Password:
 Image Text: j I 5 i P p
 Input Image:
 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.

Available Banks in GRAS
 Available Banks for eSBTR
 Available Cards & Banks for J&K e-Pay
 (Charges Applicable) * Service for J&K e-Pay Successful Challans will be given on T+2 basis.

Available Departments in GRAS
 Jammu and Kashmir | Jammu and Kashmir | Jammu and Kashmir

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

District & Sessions Court
 Pay court fees online in the form of e-Challan

GRAS Receipt Graph

Receipt (in Crores)

Month

Legend: DAT, EXC, GR, PTO, Other


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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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.

General Layout Figure 2.2


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[Make Payment](#)
[Home](#)

Department Details

Department *	Select Department ▼	Payment Type *	Select Payment Type ▼
District/Circle/Range *	Select District/Circle/Range ▼	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	<input style="width: 90%;" type="text"/>	PAN	<input style="width: 90%;" type="text"/>
Name *	<input style="width: 95%;" type="text"/>		
Block No/ Premises	<input style="width: 100%;" type="text"/>	Locality/Road	<input style="width: 100%;" type="text"/>

- **Screen Details**

- **Menu Bar:** A menu bar is a horizontal strip that contains lists of available menus for a certain program.
- **Logout Button:** Once the user finishes the work user should logout immediately to free the resources with the central server.
- **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.

Payment without Registration(Guest User)

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[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 *	2018-2019	Select Period	
Form ID	Select		

Account Details

Scheme Name	Amount
Total Amount	₹ <input style="width: 80%;" type="text"/>

Payer Details

Department Tax ID	<input style="width: 90%;" type="text"/>	PAN	<input style="width: 90%;" type="text"/>
Name*	<input style="width: 95%;" type="text"/>		
Block No/ Premises	<input style="width: 80%;" type="text"/>	Locality/Road	<input style="width: 80%;" type="text"/>
Area/City	<input style="width: 80%;" type="text"/>	PIN	<input style="width: 80%;" type="text"/>
Mobile No. *	<input style="width: 95%;" type="text"/>		
Remarks	<input style="width: 95%;" type="text"/>		

Payment Details

Payment Mode	<input checked="" type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> JK Bank epay Payment Gateway		
Select Bank *	Select Bank		
Image Text		Input Image Text*	<input style="width: 80%;" type="text"/>

Fields marked with (*) are mandatory

[Submit](#)
[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.


- ☐ **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 3.2).

Draft for (Guest User)

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DRAFT CHALLAN TR FORM F.C.2				Make Payment Logout	
GRN	To Be Generated	BARCODE	To Be Generated	Date	08/10/2018
Department LAW Type of Payment Law1/Law Scheme Office Name ETO JAMMU Location SADDAR JAMMU Year 2018-2019 Annual From 01/04/2018 To 31/03/2019			Payer Details Tax-Id 12 PAN No (If Applicable) Full Name amit Flat/Block No,Primitives/Bldg Road/Street, Area/Locality Town/City/District PIN Mobile No. 1234567899 Remarks		
Account Head Detail 02160010100000000 test			Amount in Rs 800		
Total Amount 800.00			Amount in Words Eight Hundred Rupees Only		
Payment Details					
Payment Mode Selected Across The Bank Counter Payment Bank Selected J and K Manual			<div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p style="color: red; font-weight: bold; text-align: center;">Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today</p> <p style="color: blue; font-weight: bold; text-align: center;">All the information entered is found correct in the above draft. I want to proceed for Across The Bank Counter Payment using J and K Manual.</p> <p style="color: red; font-weight: bold; text-align: center;">Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.</p> <p style="text-align: center;">Refund of challan will be processed by respective Department</p> <p style="text-align: center;"> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree </p> <p style="text-align: center;"> <input type="button" value="Proceed"/> <input type="button" value="Cancel"/> </p> </div>		

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- Select „**Proceed for Payment**’ option; user gets the message 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 message screen is displayed (fig 2.4.1).

Draft Confirmation

Office Name ETO JAMMU		PAN No (If Applicable)	
Location SADDAR JAMMU		Full Name amit	
Year 2018-2019 Annual From 01/04/2018 To 31/03/2019		Flat/Block No,Primitives/Bldg	
Account Head Detail		Road/Street, Area/Locality	
02160010100000000 test		Town/City/District	
Amount in Rs 800		1234567899	
Your GRN Number Is [JK000007441201819M]			
<input type="button" value="OK"/>			
Total Amount 800.00		Amount in Words Eight Hundred Rupees Only	
Payment Details			
Payment Mode Selected Across The Bank Counter Payment			
Bank Selected J and K Manual			
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 J and K Manual.			
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			
<input checked="" type="radio"/> Agree <input type="radio"/> Disagree			
<input type="button" value="Proceed"/> <input type="button" value="Cancel"/>			
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- User selects **Ok** option. The system generates **GRN Number** (Government Reference number). The following screen is displayed (fig 2.4.2).

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.**

Draft GRN Generation

Office Name ETO JAMMU		PAN No (If Applicable)	
Location SADDAR JAMMU		Full Name amit	
Year 2018-2019 Annual From 01/04/2018 To 31/03/2019		Flat/Block No, Premises/Bldg	
Account Head Detail 02160010100000000 test		Road/Street, Area/Locality	
Amount in Rs 800		Town/City/District	
		1234567899	
Total Amount		800.00	Amount in Words Eight Hundred Rupees Only

Your GRN Number Is [JK000007441201819M]

Payment Details	
Payment Mode Selected	Across The Bank Counter Payment
Bank Selected	J and K Manual
<p>Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today</p> <p>All the information entered is found correct in the above draft. I want to proceed for Across The Bank Counter Payment using J and K Manual.</p> <p>Note*: 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> <p style="text-align: center;"><input type="button" value="Proceed"/> <input type="button" value="Cancel"/></p>	

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- Select **Ok** option. User gets the bank screen. If the user is retail user/ Individual user then the following bank screen is displayed

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.

Login

- Enter the **User Id** and **Login Password** issued by the respective Bank.
 - User gets the payment detail screen from bank side
- Bank Payment confirmation
- After confirm user will be redirected to challan format(2.6)

[illegible]

- 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


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) Fields marked with (*) are mandatory.

Department *	<div>Select One</div>		
District/Treasury *	<div>Select One</div>	Bank *	<div>Select</div>
Amount *	<div></div>	GRN	<div></div>
CIN	<div></div>		
Note :- Please enter either GRN or Bank CIN			
Image Text	<div>E I A z h q</div>	Input Image Text *	<div></div>
<div>Search</div>			

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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.

(OR)

3. Bank PRN:

User gets bank **Payment Reference No.** of that respective bank. If user does not remember PRN then please check it in respective bank by login net banking account of respective bank.

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

Search Challan screen

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Search Challan (only for Unregistered Users) Fields marked with (*) are mandatory.

Department *	<input type="text" value="LAW"/>		
District/Treasury *	<input type="text" value="SADDAR JAMMU"/>	Bank *	<input type="text" value="J and K Manual"/>
Amount *	<input type="text" value="800"/>	GRN	<input type="text" value="JK000007441201819M"/>
CIN	<input type="text"/>		

Note :- Please enter either GRN or Bank CIN

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

[Search](#)

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

Verify Screen



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Search Challan (only for Unregistered Users)

Fields marked with (*) are mandatory.

Department *	LAW		
District/Treasury *	SADDAR JAMMU	Bank *	J and K Manual
Amount *	800	GRN	JK000007441201819M
CIN			
Note :- Please enter either GRN or Bank CIN			
Image Text	i q I 2 X B		Input Image Text *
Search			

GRN	Party Name	Amount	Payment verification with bank
JK000007441201819M	amit	800.00	Verify

[Note:- Click on GRN/Challan No. to view the challan](#)

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- 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(3.2)

Verification Response

GRN VERIFICATION RESPONSE FOR :: STATE BANK OF INDIA					
GRN	Bank CIN No.	Bank Reference No.	Bank TimeStamp	Status	Amount
MH004396988201415E	00040572014121121514	IK04367572	11-12-2014 11:01:15	Success	1.00
<div>Close</div>					

- ❑ 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)

Search Challan after Verification

Search Challan (only for Unregistered Users) Fields marked with (*) are mandatory.

Department *	Inspector General Of Registration		
District/Treasury *	PUNE	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	MH004398988201415E
CIN		Bank PRN (Reference No.)	
Note :- Please enter either GRN or Bank CIN or Bank Payment Reference No.			
Image Text			Input Image Text *
<input type="button" value="Search"/>			

GRN	Party Name	Amount	Payment verification with bank
MH004398988201415E	vandana	1.00	Successful

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

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)

4 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.