

# User Manual

## Unregistered User Module

**(Version 2.0)**

**GRAS**

(Government Receipt Accounting System)

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

**December 2014**

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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

The screenshot displays the Jammu & Kashmir Government Receipt Accounting System (JKGRAS) website. The header includes the site name, navigation links (Home, Sitemap, Contact Us), a search bar, and a 'Skip to main content' link. The main content area features a 'Users Login' section with fields for User Name, Password, Image Text, and Input Image Text, along with a 'Login' button and links for 'Forgot Password' and 'New User Registration'. To the right, there are sections for 'Pay Without Registration' and 'Search Challan'. Below these, there are links for 'Available Banks in GRAS', 'Available Banks for eSBTR', 'Available Cards & Banks for J&K e-Pay', and 'Available Departments in GRAS'. The 'Information About GRAS' section provides details about the Finance Department's decision to accept electronic payments. The 'Department Wise Tax Payment' section lists the Directorate of Accounts And Treasuries and the types of payments accepted. The 'GRAS Receipt Graph' section shows a bar chart of receipts by month and a pie chart of receipts by department. The 'User Guide' section provides links to various guides and presentations.

**JKGRAS 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: M8 2 K Dc  
 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.

**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**

**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 Accounts And Treasuries**

- Pay Judicial Stamps in the form of e-Challan.
- Pay Stamps-Non Judicial in the form of e-Challan.
- Pay Interest Receipts in the form of e-Challan.

**GRAS Receipt Graph**

Receipt (in Crores) vs Month (Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar)

Pie Chart Data:

Department	Percentage
DAT	14.53
EXC	14.18
IGR	65.84
RTO	
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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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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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: 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: 90%;" type="text"/>	Locality/Road	<input style="width: 90%;" type="text"/>
Area/City	<input style="width: 90%;" type="text"/>	PIN	<input style="width: 90%;" 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 style="width: 100px;" type="text"/>

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.
- **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.
- **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

Department Details			
Department *	EXCISE AND TAXATION	Payment Type *	Country malt liquor
District *	ANANTNAG	Office Name *	ETO BANIHAR
Scheme Name *	Country malt liquor collection of tax		
Period Year *	2018-2019	Annual	
Form ID	Select		

Account Details			
Scheme Name		Amount	
00390010400998033	Licence Fee	₹	300
Total Amount		₹	300.00

Payer Details			
Department Tax ID *	1	PAN	
Name *	test		
Block No/ Premises		Locality/Road	
Area/City		PIN	
Mobile No. *	9874651223		
Remarks			

Payment Details			
Payment Mode	<input checked="" type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> JK Bank epay Payment Gateway		
Select Bank *	J and K Manual		
Image Text		Input Image Text *	5PdWHp

Fields marked with (\*) are mandatory

## 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.** – 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** – 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.

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**  
 TR FORM F.C.2

GRN	To Be Generated	BARCODE	To Be Generated	Date	05/10/2018	Form Id	
-----	-----------------	---------	-----------------	------	------------	---------	--

<b>Department</b> EXCISE AND TAXATION <b>Type of Payment</b> Country malt liquor/Country malt liquor collection of tax <b>Office Name</b> ETO BANIHAR <b>Location</b> ANANTNAG <b>Year</b> 2018-2019 Annual From 01/04/2018 To 31/03/2019	<b>Payer Details</b> <b>Tax-Id</b> 1 <b>PAN No (If Applicable)</b> <b>Full Name</b> test <b>Flat/Block No, Premises/Bldg</b> <b>Road/Street, Area/Locality</b> <b>Town/City/District</b> <b>PIN</b> <b>Mobile No.</b> 9874651223 <b>Remarks</b> <b>Amount in Words</b> Three Hundred Rupees Only
---	--

Account Head Detail	Amount in Rs
00390010400998033 Licence Fee	300
<b>Total Amount</b>	<b>300.00</b>

Payment Details	
<b>Payment Mode Selected</b>	Across The Bank Counter Payment
<b>Bank Selected</b>	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

☐ Agree
 ☐ Disagree

[Proceed](#)
[Cancel](#)

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5. Select „**Save Challan**“ 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.( fig 3.1)
6. The message screen is displayed (fig 3.3).

Fig 3.3

10.149.0.17 says  
Your GRN Number Is [ JK000007321201819M ]

OK

Back To Home

Make Payment Logout

**DRAFT CHALLAN**  
TR FORM F.C.2

GRN	To Be Generated	BARCODE	To Be Generated	Date	05/10/2018	Form Id	
Department	EXCISE AND TAXATION			Payer Details			
Type of Payment	Country malt liquor/Country malt liquor collection of tax			Tax-Id	1		
Office Name	ETO BANIHAR			PAN No (If Applicable)			
Location	ANANTNAG			Full Name	test		
Year	2018-2019 Annual From 01/04/2018 To 31/03/2019			Flat/Block No, Premises/Bldg			
Account Head Detail	Amount in Rs			Road/Street, Area/Locality			
00390010400998033 Licence Fee	300			Town/City/District			
				PIN			
				Mobile No.	9874651223		
				Remarks			
				Amount in Words	Three Hundred Rupees Only		
Total Amount	300.00						
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>Proceed Cancel</p>							

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7. User selects **Ok** option. 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 3.4

CHALLAN TR Form F.C.2		QR Code	
GRN JK 00000 <b>7321</b> 201819M	BARCODE	Date 05/10/2018-10:59:59	Form ID
Department EXCISE AND TAXATION		Payer Details	
Country malt liquor		TAX ID (If Any)	1
Type of Payment Country malt liquor collection of tax		PAN No.(If Applicable)	
Office Name ETO BANIHAR	Full Name	test	
Location ANANTNAG			
Year 2018-2019 From 01/04/2018 To 31/03/2019	Flat/Block No.		
Account Head Details	Amount In Rs.	Premises/Building	
00390010400998033 Licence Fee	300.00	Road/Street	
		Area/Locality	
		Town/City/District	
		PIN	
		Remarks (If Any)	
		Amount In	Three Hundred Rupees Only
Total	300.00	Words	
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		
<p><b>Make payment at any of the listed branches * of J and K Manual</b>  <b>handling GOVERNMENT OF Jammu and Kashmir Business Before 12/10/2018</b></p> <p>Mobile No. : 9874651223</p> <p>-----Cut Here-----Bank Copy-----Cut Here-----</p>			
GRN	JK000007321201819M	Challan Date	05/10/2018
Party Name	test	Challan Amount	300.00

8. select **Ok** option. User gets Challan Print i.e. (fig 3.5)

Fig 3.5

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**Search Challan (only for Unregistered Users)** 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 *	<input type="text"/>
------------	---	--------------------	----------------------

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9. Validity of challan is for 8days to be submitted at respective bank.
10. If user fail to submit challan within valid period then user need to create new challan for same.
11. Please Note the **Remark cell** to know **validity date and bank name** where challan is accepted.
12. Bank copy is at bottom of challan print.
13. 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

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

Department *	EXCISE AND TAXATION ▼		
District/Treasury *	Anantnag ▼	Bank *	Jammu and Kashmir Bank ▼
Amount *	300	GRN	JK000007321201819M
CIN			

Note :- Please enter either GRN or Bank CIN

Image Text	Input Image Text *
	<input style="width: 100%;" type="text" value="ZeeV6R"/>

[Search](#)

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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.


**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)**


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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="600"/>	GRN	<input type="text" value="JK000007341201819M"/>
CIN	<input type="text"/>		


Note :- Please enter either GRN or Bank CIN

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

[Search](#)

GRN	Party Name	Amount	Payment verification with bank
<a href="#" style="color: blue;">JK000007341201819M</a>	nitya	600.00	<a href="#" style="color: blue;">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. 8-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.

## 5. 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.





