# 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





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



#### General Layout of the screen is described below

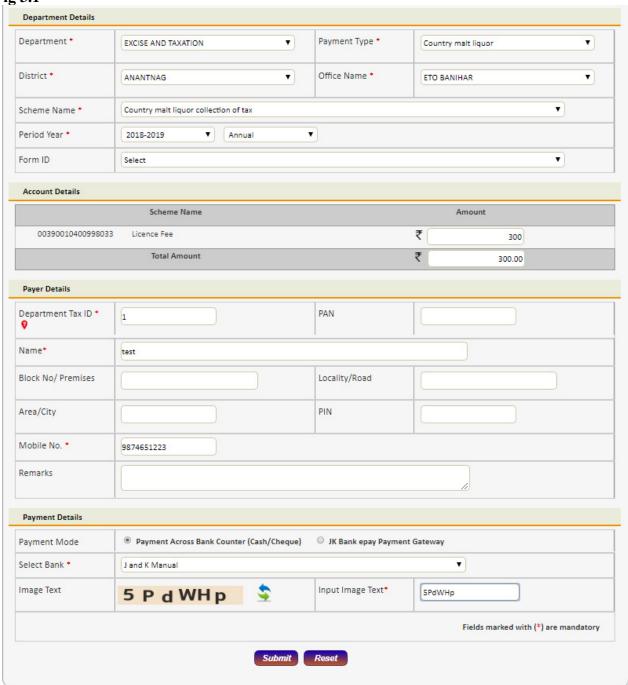
#### Fig 2.1.1

#### 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



#### **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.

<u>Note</u>: 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
- 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.
- 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



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 Type of Payment Country malt liquor/Country malt liquor collection of tax ETO BANHAR Location ANANTNAG Year 2018-2019 Annual From 01/04/2018 To 31/03/2019  Account Head Detail ANANTNAG  COURS Fee Sold Annual From 01/04/2018 To 31/03/2019  Account Head Detail Annual From 01/04/2018 To 31/03/2019  Amount in Refund Reference Fee Flat/Bank Selected Across The Bank Counter Payment Using 1 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 1 and K Manual Refund of challan will be processed by respective Department  Agree Disagree								M	ake Payment Logou	
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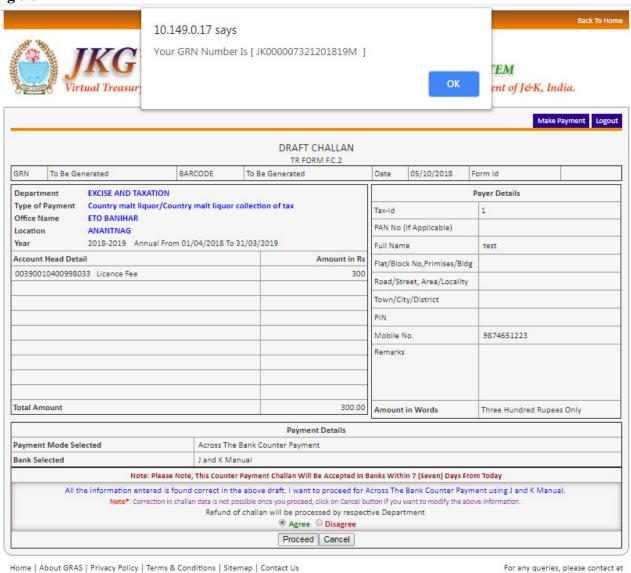
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- 5. Select "Save Challan" option; user gets the message to continue the process of the payment. User can "Cancel" option to cancel the form. User gets previous screen to re—enter the challan details i.e.(fig 3.1)
- 6. The message screen is displayed (fig 3.3).

**Fig 3.3** 



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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

	21 201819M BARCODE			Date	05/10/2018-10:59:59	Form ID		
	E AND TAXATION				Payer Details			
	untry malt liquor untry malt liquor collection of tax		TAX ID (If Ar	***	1			
			PAN No.(If A	oplicable)				
Office Name ETO BA	O Section 1		Full Name		test			
Location ANANT								
A.T. 10	019 From 01/04/2018 To 31/0		Flat/Block No.					
Accou	int Head Details	Amount In Rs.	Premises/Bu	ilding				
00390010400998033	Licence Fee	300.00	Road/Street	3				
			Area/Locality	Constitution of the Consti				
			Town/City/D	istrict				
			PIN					
			Amount In	Three Hu	indred Rupees Only			
Total		300.00	Words					
Payment Details	J and K Manual			FOR USE IN RECEIVING BANK				
	Cheque-DD Details		Bank CIN	Ref. No.				
						_		ith RBI
Cheque/DD No.			Bank Date	RBI Date		Not Ve	erified w	
			Bank Date Bank-Branch		J and K Manual	Not Ve	erified w	iii noi
Name of Bank					J and K Manual	Not Ve	entied w	
Name of Bank Name of Branch Make payment at a	any of the listed branche	ashmir Busine	Bank-Branch Scroll No. , D  Manual ss Before 1	ate 12/10/20	Mobile 18	e No. :	98	74651223

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

Fig 3.5

Back To Home



Department *	Select One	•	)	
District/Treasury *	Select One ▼	Bank *	Select	•
Amount *		GRN		
CIN				
Note :- Please enter either (	GRN or Bank CIN			
Image Text	Zeev6R 🕏	Input Image Text *		
	Seal	rch	10	

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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 "<u>Search Challan</u>" Option, user will get screen(fig4.1)

Fig4.1



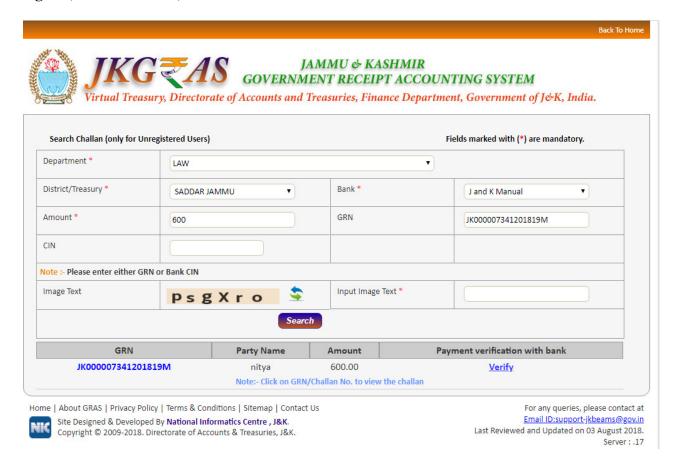
#### **Process:**

- ♣ **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. 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.