

GRAS (Government Receipt Accounting System)

Pay without Registration Module

DIRECTORATE OF ACCOUNTS AND TREASURIES, FINANCE DEPARTMENT,GOVERNMENT OF MANIPUR

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2020

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1 Introduction

1.1 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.

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 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

2.1 Figure 2.1



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.

2.2 General Layout Figure 2.2

			Mode Poynkiz +6
Department Details			
Department *	Select Department	1	Pagement Type *
Pressury *	[select Tenatury		1
Office Name *	field office Nation	1.0	-
icherte Name *			
areast Scheme Ries	-		
Period Year *	(salest Period)		Í.
Form ID			
Account Details	Salama Naise		Annual
	Total Amount		3
Payer Details			
Department Tas ID / DAY 9			Share
Block Noy' Previoes	1		Locality/Nost
kres/City			PIN
Voblie No. *			
1.			
lemarke			
Payment Details			
e Hayeset	O	dan (Cash,/Cheque)	
Sebect Slack *			
Antest stars	1	-	Terrar State
roge Test	i q Z wwQ	\$	Input Image Text*
			Fields marked with (*) are resedutory

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 epayment for Internet banking.
- **Submit Button**: To Submit Challan form.
- **Reset Button**: To clear the Challan form and to re- enter the new challan.

2.3 Payment without Registration (Guest User)

			Atolia Pageant In
Department Details			
Department *	Department of Taxes		Payment Type *
	1		Professional Taxes
Treatury *	Imphal West Treasury		
Dffce Name *	HIQ IMPINAL		
Scheme Name *			
Taxes on Profession, 1	tades, Cailings		
Period Year *			
2020-2021	Annual		1
Form ID			
TRG			
Account Details			
	Scheme Name		Amount
0028003070000	Amount of Tax		5
-	Total Amount		5
Payer Details			
Department Tax ID /	1		PAN
TAN 9			1000
Name*			
HEROLET			
A CONTRACTOR OF THE OWNER	T		1
Block No/ Premises	0		Locality/Road
Ansa/Dity	10		PIN
	1		
Mobile No. *			
7005058050			1
Landrada			
Permarks .			
10			
Payment Details			
Payment Made			
• a-Payment	O Payment Across Bank Counter	(Cash/Depus)	Still oppay Payment Gatavary Castorian Charges)
No. of Contract of			
Select Bank *	6		
STATE DANK OF INCH			
Select Bank *	FPP5Nr	*	Input Image Text*

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.
- 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,

- \Box Tax ID Tax ID of the user.
- □ **PAN** PAN (Permanent account number) of the user issued by Income tax department (if required).
- \square 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.
- \square **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.
- \Box On Selection of **Submit** option the draft challan screen is displayed (Fig 3.2).

2.4 Draft for (Guest User)

G₹AS Government Receipt Accounting System						r.	manee Departmen	et, Government of Man
								Make Payment Log
			DRAFT CHALLA	100	5.	26		<i></i>
GRN To	Be Generated	BARCODE	To Be Generated		Date	14/10/2020	Form Id	TR6
Department	Department	t of Taxes					Payer Details	
Type of Payr		I Taxes/Taxes on Profession	, Trades, Callings		Tax-Id /	TAN		
Office Name .ocation	HQ IMPHAL Imphal Wes				PAN No	(If Applicable)		
ear		Annual From 01/04/2020 T	o 31/03/2021	ŝ	Full Nar	me	HEROJEET	
ccount Hea	d Detail		Amount	in Rs	Flat/Blo	ck No,Primises/B	ldg	
0028001070000 Amount of Tax				1	Road/S	treet, Area/Locali	ty	
				Town/C	ity/District			
					PIN	- 33		
				_	Mobile	No.	7005058050	
					Remark	:5		
				_				
					Amoun	t in Words	One Rupees	Only
otal Amoun	t			1.00	Anoun	C III WORDS	One hupees	Unity
			Payment Details					
ayment Mo	de Selected	Online/Ir	iternet Banking					
ank Selecte	d	STATE BA	NK OF INDIA					
4		Correction in challan data is not	e above draft. I want to proceed f possible once you proceed, click on Ca d of challan will be processed by r O Agree O Disag	ncel bu espect	tton if you	want to modify the	Construction of the second second second	ANK OF INDIA.
			Proceed Cance	4				

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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)

For any queries, please contact at

^I The message screen is displayed (fig 2.4.1).

2.4.1 Draft Confirmation

						Make Payment Logo
		DRAFT CHALLAN				
RN To Be Generated	BARCODE	To Be Generated		14/10/2020	Form Id	TR6
Department Department of payment Fige of Payment Professional Taylor Office Name HQ IMPHAL Location Imphal West T fear 2020-2021 Locount Head Detail D028001070000	reasury Note	GRN Number Is 00004017202021E Down Your GRN Number Fo	r Future Refe	s/8	Payer Details Payer Details HEROJEET	
			PIN Mobile No Remarks).	7005058050	
			Amount in	n Words	One Rupees C	Inly
otal Amount						
ayment Mode Selected	Online/I	Payment Details	_	_		
ank Selected	in the second	NK OF INDIA				
	rrection in challan data is not	e above draft. I want to proceed for possible once you proceed, click on Can I of challan will be processed by res Agree Disagre Proceed Cancel	cel button if you waspective Departr	ant to modify the		NK OF INDIA.

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.**

2.4.2 Draft GRN Generation

						Make Payment Logout
		DRAFT CHALLA MTR FORM NUMBER				
RN To Be Generated	BARCODE	To Be Generated	Date	14/10/2020	Form Id	TR6
Department Department of Ta Type of Payment Professional Taxe	Contraction of the second s			1	Payer Details	
Office Name HQ IMPHAL	You	ur GRN Number Is 1000004017202021E		-		_
ocation Imphal West Trea lear 2020-2021 Anni	110	te Down Your GRN Number F	For Future Ref	erence	HEROJEET	
ccount Head Detail				s/8	lidg	
0028001070000 Amount of Tax			OF	cali	ity	
			PIN			
			Mobile N	(o.	7005058050	
			Remarks			
				2009-001 - 540		
otal Amount			1.00 Amount	in Words	One Rupees O	nly
		Payment Details				
ayment Mode Selected	Online/	Internet Banking				
ank Selected	STATE B	ANK OF INDIA				
	ction in challan data is n	he above draft. I want to proceed f ot possible once you proceed, click on G nd of challan will be processed by r Agree Disag	ncel button if you espective Depar	want to modify the		VK OF INDIA.
		Proceed Canc	1			
ome About GRAS Privacy Policy T	erms & Conditions s	Sitemap Contact Us			For any	queries, please contact a

Select Ok option. User gets the bank screen. If the user is retail user/ Individual user then the following bank screen is displayed (fig 3.5).

2.5 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.

2.5.1 Login

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	Onl	ine V	/irtua	I Key	boai	rd o/		ø	*			
User Name * VANDANA		0	8	5	3	70	6	3	9	1	1	
Password * ·······	r	a	+	w	e	p	i	v		0	1	1
Enable Virtual Keyboard	g	d	s	a	f	h	T	k	i	1	1	1
Submit Reset	z	c	v	x	n	m	b	<	>	1		
Submit Reset			PSLC					LEAF	2		?	,
Click here to abort this transa Verisign This site uses high Disclaimer: The privity of contract is b payment mechanism and is not respon	hly secure 256-bit encryp etween you and the servio	tion c	ertifie vider.	d by V Bank i	eriSi	gn. / facilit		a				

- Enter the User Id and Login Password issued by the respective Bank.
- User gets the payment detail screen form bank side i.e. (2.5.2)

		14-Dex-2020 (02	- P0.5
MANANASHI NA GOVI			
You can debit any of your transaction accounts to			
Select an account and enter MAMARASHT	RA GOVT payment cetata		
	a management of the second sec	10 CAR 10	
Accase No./Nick name	Ассаите Турн	Erech	
O 00000010001005172	Current Jocount	NUSKTREUSURY	
Selected docount	0000000001665172		
Payment Date:			
GRN	MN000001019202021E		
Name	HEROJECT		
Period From	2020/01/01		
Period To	2024/03/04		
Department	Department of Taxes		
Tatal Amount	1.00		
Office Code	Impihal Wear Treasury		
Office Name	IIO MPRIAL		
Type of Payment - Account Head	0020001070000		
Type of Payment - Receipt Type	Professional Taxes Taxes on Profes	alon, Tradea, Callinga	
Object	0020001070000 Amount of Tax		
ObjectAnt	•		
Object2	-		
ObjectAme2 Object3			
ObjectAmp)			
Object4			
ObjectArmit			
ObjectS			
ObjectAmeS			
Objectú	(=)		
Object/1mtG	12		
Objacs.7	-		
Object/Arm7			
Objecti			
ObjectArmS			
Object9	181		
ObjactArttü			
Taxid			
PAN No			
Diock No Prantsaa	-		
Locality/Road			
AnaCity	(+)		
PN .			
Remarks	-		
Date Amount Inword	20201014142216 One Rupees only		
A REAL PLANTER			
	Licenses Have		

2.6 Challan Format

		LAN Number-6										
GRN	MH004398988201415E	BARCODE				Date 1	11/12/2	014-	10:59:5	0 F	orm I	D 29
Department	Inspector General C) Registration	ß			j	Payer I	Detai	ls	-		
Type of Payme	ent Stamp Duty on Deliv	very of Goods	Ĩ.	TAX ID (If /	Any)		1					
	Inspector General o	f Registration	5	PAN No. (I	Appliacat	ble)						
Office Name	ABN_AMBEGAON	SUB REGIST	RAR	Full Name			vand	dana	0			
Location	PUNE											
Year	2014-2015 Annual From	n 01/04/2014	To 31/03/2015	Flat/Block No. 123								
	Account Head Details Amount			Premises/E	3uilding							
0030046401 S	Stamp Duty		1.00	Road/Street pune								
				Area/Local	-		pun	0				
				PIN	-	Ī	T I		Ī	Ĩ.		
				Remarks (I								
Total			1.00	Amount In Words	One Ruj	ipees Onl	lý.					
Payment Detai	ils STATE B	JANK OF INDI	520745 	FOR USE IN RECEIVING BANK								
	Cheque-DD	5-0-494-26-1	2	Bank CIN	REF No.	-	02-02530	11963	121514	1	A)	572
Cheque/DD No				Date		10000	2/2014-		10.92			
Name of Bank				Bank-Brand	:h	STAT	E BAN	IK OF		5		
Name of Branch				Bank-Branch STATE BANK OF INDIA Scroll No. , Date Not Verified with Scroll								

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

3.1 Search Challan screen

¹ 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.

		Back To Ho
G₹AS Government Ro	eccipt Accounting System	Cyber Treasury, Directorate of Accounts & Treasu Finance Department, Government of Mani
earch Challan (only for Unre	egistered Users)	
Search Challan Archived Challan		
hallans Between 1 April 2008 to 31 march 2017	are archived. You can get the copy of challa	an in Archived challan Tab
		Fields marked with (*) are mandatory.
Department * Select One		~
District/Treasury *	Bank *	
Select One	Select	~
Amount *	GRN	
CIN		~
lote :- Please enter either GRN or Bank CIN		
Image Text	Input Image Text *	
2 DC x n U		
	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.
- \Box 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)

3.2 Search Challan screen

		Back To Hor
G₹AS Government Rec	eipt Accounting System	Cyber Treasury, Directorate of Accounts & Treasur Finance Department, Government of Manip
Search Challan (only for Unreg New Search Challan Archived Challan hallans Between 1 April 2008 to 31 march 2017 arc		ın in Archived challan Tab
		Fields marked with (*) are mandatory.
Department * Department of Taxes	5	~
District/Treasury *	Bank *	
Imphal West Treasury	SBI EPAY	
Amount *	GRN	
1	MN00000401720221E	
CIN		
Note :- Please enter either GRN or Bank CIN	2	
	Input Image Text *	
Image Text		
	2DCxnU	

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- ¹ Enter the detail of GRN and click on Search button.
- Search can be done either GRN or Bank CIN or Bank Payment Reference No.

3.3 Verify Screen

		Back To Home
G₹AS Government Rece	ipt Accounting System	Cyber Treasury. Directorate of Accounts & Treasurie Finance Department, Government of Manipu
Search Challan (only for Unregi New Search Challan Archived Challan Challans Between 1 April 2008 to 31 march 2017 are		n in Archived challan Tab
		Fields marked with (*) are mandatory.
Department * Department of Taxes		~
District/Treasury *	Bank *	
Imphal West Treasury	SBI EPAY	~
Amount *	GRN	
1	MN00000401720221E	
CIN		
Note :- Please enter either GRN or Bank CIN		
Image Text	Input Image Text *	
2 DC x n U	2DCxnU	
	Search	

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Last Reviewed and Updated on 04 September 2020. Server : .16 \Box 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)

 \Box once user click on "Verify" user will get screen (3.2)

3.4 Verification Response

GRN VERIFICATION RESPONSE FOR :: STATE BANK OF INDIA GRN Bank CIN No. Bank Reference Bank TimeStamp Status Amount MH004398988201415E 00040572014121121514 IK64367572 11-12-2014 11:01:15 Success 1:0 Close
GRN Bank CIN No. Bank Reference No. Bank TimeStamp Status Amount MH004398988201415E 00040572014121121514 IK64367572 11-12-2014 11:01:15 Success 1.00
Close

- \Box Click on **close** button to close the window
- \Box again follow the same **process** of search challan
- □ Click on **"search button**" user will get screen (fig3.5)

3.5 Search Challan after Verification

G₹AS Government Receipt Accounting System earch Challan (only for Unregistered Users)			Cyber Treasury, Directorate of Accounts & Treasuri Finance Department, Government of Manip	
Department *	Directorate of MIS		Fields marked with (*) are mandatory.	
District/Treasury *		Bank *		
Amount *		GRN MN000004028202021E		
CIN				
Note :- Please enter either GRN o	r Bank CIN	0		
I s J U d I		Input Image Text	Input Image Text *	
	Seal	rch		
GRN	Party Name	Amount	Payment verification with bank	
MH00439898820141		1.00 Su N/Challan No. to view the	ccessful e 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.
 - \Box 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.