



GRAS (Government Receipt Accounting System)

Pay without Registration Module (Manual Payment)

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

OCTOBER 2020

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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

GRAS Government Receipt Accounting System
 Cyber Treasury, Directorate of Accounts & Treasuries
 Finance Department, Government of Manipur

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Search

Users Login

User Name:
 Password:
 Image Text:
 Input Image:
 Login
 Forgot Password

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.

New User Registration
 Useful to keep track on history of transactions, easy Challan search facility.

Departments
 Useful to see list of all departments giving facility for ePayment.

Available Banks in GRAS: State Bank of India, State Bank of Maharashtra

Available Cards & Banks for SBI e-Pay: VISA, RuPay, Credit Cards, MasterCard, VISA, AMERICAN EXPRESS, Net Banking

(Charges Applicable) * Service for SBI e-Pay Successful Challans will be given on T+2 basis.

Information About GRAS
 Finance Department (FD), Government of Manipur, 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 Manipur. The acceptance of on-line payment of Manipur 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.

Department Wise Tax Payment

GRAS Receipt Graph

Receipts (in Crores)

Month	Receipts (in Crores)
Apr	1800
May	2000
Jun	2200
Jul	2000
Aug	2000
Sep	2000
Oct	2500
Nov	2000
Dec	3200
Jan	2200
Feb	2000
Mar	1000

Category	Value
DAI	14.58
EXC	14.78
IOR	65.54
RTO	
Other	


User Guide | GRAS Circular & Related GR | Download Links

- » 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

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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Banks Available In GRAS

Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash / Cheque)	eSBTR	Contact No.
1	 State Bank of India <small>With you - all the way</small>	✓	✓	✓	All Branches	eSBTR ---
2	 Bank of Maharashtra <small>ॐ सर्वे सुखे</small>	✓	✗	✓	All Branches	eSBTR ---

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GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasury
 Finance Department, Government of Manipal

Make Payment
Home

Department Details

Department *	<input type="text" value="select department"/>	Payment Type *	<input type="text" value="select payment type"/>
Treasury *	<input type="text" value="select treasury"/>		
Office Name *	<input type="text" value="select office name"/>		
Scheme Name *	<input type="text" value="select scheme name"/>		
Period Year *	<input type="text" value="2020-2021"/> <input type="text" value="select period"/>		
Form ID	<input type="text" value="select"/>		


Account Details

Scheme Name	Amount
Total Amount	₹ <input type="text"/>

Payer Details

Department Tax ID / TAN *	<input type="text"/>	PAN	<input type="text"/>
<input type="text"/>			
Name *			
<input type="text"/>			
Block No./ Premises	<input type="text"/>	Locality/Road	<input type="text"/>
Area/City	<input type="text"/>	PIN	<input type="text"/>
Mobile No. *	<input type="text"/>		
Remarks	<input type="text"/>		

Payment Details

Payment Mode	
<input checked="" type="radio"/> e-Payment <small>Custom Charge</small>	<input type="radio"/> Payment Across Bank Counter (Cash/Cheque)
<input type="radio"/> Bill pay Payment Gateway	
Select Bank *	<input type="text" value="select bank"/>
Image Text	
Input Image Text *	<input type="text"/>

Fields marked with (*) are mandatory

Submit
Reset

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cyber-treasury@manipal.gov.in
 Last Reviewed and Updated on 03 July 2020. (Server)

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



GRAS Government Receipt Accounting System

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Finance Department, Government of Manipal*

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Make Payment
Home

Department Details

Department *	Department of Taxes	Payment Type *	Professional Taxes
Treasury *	Imphal West Treasury		
Office Name *	HQ BPHAL		
Scheme Name *	Taxes on Profession, Trades, Callings		
Period Year *	2020-2021 Annual		
Form ID	TRG		

Account Details

Scheme Name	Amount
00000300000 Amount of Tax	₹ <input style="width: 50px;" type="text"/>
Total Amount	₹ <input style="width: 50px;" type="text"/>

Payer Details

Department Tax ID / TAN *	PAN
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Name *	
<input style="width: 95%;" type="text" value="HERJEET"/>	
Block No/ Premises	Locality/Road
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Area/City	PIN
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Mobile No. *	
<input style="width: 95%;" type="text" value="7000000000"/>	
Remarks	
<input style="width: 95%; height: 30px;" type="text"/>	

Payment Details

Payment Mode

e-Payment
 Payment Across Bank Counter (Cash/Cheque)
 SBI epay Payment Gateway | Customer Charges

Select Bank *

STATE BANK OF INDIA

Image Text F P P 5 N r

Input Image Text *

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 e 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).

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*Cyber Treasury, Directorate of Accounts & Treasuries
Finance Department, Government of Manipur*

[Make Payment](#) [Logout](#)

DRAFT CHALLAN MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	14/10/2020	Form Id	TR6
Department Department of Taxes Type of Payment Professional Taxes/Taxes on Profession, Trades, Callings Office Name HQ IMPHAL Location Imphal West Treasury Year 2020-2021 Annual From 01/04/2020 To 31/03/2021				Payer Details Tax-Id / TAN PAN No (If Applicable) Full Name HEROJEET Flat/Block No,Primitives/Bldg Road/Street, Area/Locality Town/City/District PIN Mobile No. 7005058050 Remarks Amount in Words One Rupees Only			
Account Head Detail 0028001070000 Amount of Tax				Amount in Rs 1			
Total Amount				1.00			
Payment Details							
Payment Mode Selected				Online/Internet Banking			
Bank Selected				STATE BANK OF INDIA			
All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using STATE BANK OF INDIA. 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 type="radio"/> Agree <input type="radio"/> Disagree <input type="button" value="Proceed"/> <input type="button" value="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

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Finance Department, Government of Manipur

Make Payment Logout

DRAFT CHALLAN
MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	14/10/2020	Form Id	TR6
Department: Department of Taxes Type of Payment: Professional Taxes/Taxes on P Office Name: HQ IMPHAL Location: Imphal West Treasury Year: 2020-2021 Annual From 01/				Payer Details HEROJEET s/Bldg ality			
Account Head Detail 0028001070000 Amount of Tax				PIN Mobile No.: 7005058050 Remarks Amount in Words: One Rupees Only			
Total Amount				1.00			
Payment Details							
Payment Mode Selected				Online/Internet Banking			
Bank Selected				STATE BANK OF INDIA			
All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using STATE BANK OF INDIA. 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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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

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Finance Department, Government of Manipur

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DRAFT CHALLAN

MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	14/10/2020	Form Id	TR6																										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Department</td> <td>Department of Taxes</td> </tr> <tr> <td>Type of Payment</td> <td>Professional Taxes/Taxes on P</td> </tr> <tr> <td>Office Name</td> <td>HQ IMPHAL</td> </tr> <tr> <td>Location</td> <td>Imphal West Treasury</td> </tr> <tr> <td>Year</td> <td>2020-2021 Annual From 01/</td> </tr> </table>				Department	Department of Taxes	Type of Payment	Professional Taxes/Taxes on P	Office Name	HQ IMPHAL	Location	Imphal West Treasury	Year	2020-2021 Annual From 01/	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Payer Details</td> </tr> <tr> <td style="width: 50%;"></td> <td>HEROJEET</td> </tr> <tr> <td></td> <td>s/Bldg</td> </tr> <tr> <td></td> <td>ality</td> </tr> <tr> <td></td> <td>PIN</td> </tr> <tr> <td>Mobile No.</td> <td>7005058050</td> </tr> <tr> <td>Remarks</td> <td></td> </tr> <tr> <td>Amount in Words</td> <td>One Rupees Only</td> </tr> </table>				Payer Details			HEROJEET		s/Bldg		ality		PIN	Mobile No.	7005058050	Remarks		Amount in Words	One Rupees Only
Department	Department of Taxes																																
Type of Payment	Professional Taxes/Taxes on P																																
Office Name	HQ IMPHAL																																
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Year	2020-2021 Annual From 01/																																
Payer Details																																	
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Amount in Words	One Rupees Only																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Account Head Detail</td> </tr> <tr> <td style="width: 50%;">0028001070000</td> <td>Amount of Tax</td> </tr> </table>				Account Head Detail		0028001070000	Amount of Tax	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Payment Details</td> </tr> <tr> <td style="width: 50%;">Payment Mode Selected</td> <td>Online/Internet Banking</td> </tr> <tr> <td>Bank Selected</td> <td>STATE BANK OF INDIA</td> </tr> </table>				Payment Details		Payment Mode Selected	Online/Internet Banking	Bank Selected	STATE BANK OF INDIA																
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0028001070000	Amount of Tax																																
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Payment Mode Selected	Online/Internet Banking																																
Bank Selected	STATE BANK OF INDIA																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Total Amount</td> <td style="text-align: right;">1.00</td> </tr> </table>				Total Amount		1.00																											
Total Amount		1.00																															

Your GRN Number Is
MN000004017202021E
Note Down Your GRN Number For Future Reference

OK

All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment using STATE BANK OF INDIA.

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

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

Fig 3.5

Beneficiary/Remittance Details		Mode of Payment		Cash	Cheque/DD	
State Bank MOPS Reference No. : CP12217788		Cash	Notes	Amount	Rs	Paise
Beneficiary	MAHARASHTRA GOVT (GRAS)	1000 x				
GRN	MH004435162201415M	500 x				
Full Name	test	100 x				
Amount	300 Three Hundred Rupees Only	50 x				
		20 x				
Cheque/DD No.		10 x				
Cheque/DD Date						
Drawee Bank						
Drawee Branch						
		Total Rs				

Branch Stamp Signature of Depositor

-----Cut Here-----

CHALLAN
MTR Form Number-6

GRN	MH00 4435162 201415M	BARCODE	Date	Form ID
Department	Inspector General Of Registration		12/12/2014-13:20:26	25.1
Type of Payment	Registration Fees	TAX ID (If Any)	aa	
Office Name	ABN_AMBEGAON SUB REGISTRAR	PAN No.(If Applicable)		
Location	PUNE	Full Name	test	
Year	2014-2015 Annual From 01/04/2014 To 31/03/2015	Flat/Block no.	123	
Account Head Details	Amount in Rs.	Premises/Bldg		
0030063301	Amount of Tax	Road/Street	11	
		Area/Locality	pune	
		Town/City/District		
		PIN	1 1 1 1 1 1	
		REMARKS	PAN2--PN=test-CA= (If Any) Make payment at any branch of STATE BANK OF INDIA Before 19/12/2014	
Total	300.00			
Amount In Words	Three Hundred Rupees Only			

Payment Details: STATE BANK OF INDIA		FOR USE IN RECEIVING BANK	
Cheque/DD Details		Bank CIN	REF No. CP12217788
Cheque/DD No.		Date	
Name of Bank		Bank-Branch	STATE BANK OF INDIA
Name of Branch		Scroll No. ,Date	

Mobile No. : Not Available

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

Directorate of Accounts and Treasuries [IN] <https://gras.mahakosh.gov.in/echallan/challan/views/frmSearchChallanWithOutReg.php> [Back To Home](#)

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Finance Department, Government of Maharashtra, India

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 *	978312

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[*] Sign indicates that field is mandatory to enter or to select.

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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GRAS Government Receipt Accounting System

*Cyber Treasury, Directorate of Accounts & Treasuries
Finance Department, Government of Manipur*

Search Challan (only for Unregistered Users)

Fields marked with (*) are mandatory.

Department *	Directorate of MIS		
District/Treasury *	Imphal Sub Treasury	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	MN000004028202021E
CIN			
Note :- Please enter either GRN or Bank CIN			
Image Text	Input Image Text *		
	<input type="text"/>		
<input type="button" value="Search"/>			

GRN	Party Name	Amount	Payment verification with bank
MH004398988201415E	vandana	1.00	Successful
<small>Note:- Click on GRN/Challan No. to view the challan</small>			

- ♣ 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.