Apr

https://megepayment.gov.in/

2018

GRAS
(**G**overnment **R**eceipt **A**ccounting **S**ystem)

Unregistered
User Module
(Version 1.0)

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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 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

2.1   Pay with Registration

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   Available Banks

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.

Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash/Cheque)	eSBTR	Contact No.
	Banks Available In GRAS					
1	State Bank of India	✔	✔	✔ **All Branches**	✘	---
2	SBIePay	✔	✔	✘	✘	---

2.3 Introduction

General Layout of the screen is described below

Data entry is subdivided into four Parts

Department Details

Account Details

Payer Details

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

Payment Details

Payment Details			
Payment Mode	⦿ e-Payment ○ Payment Across Bank Counter (Cash/Cheque) ○ SBI epay Payment Gateway (Customer Charges)		
Select Bank *	Select Bank ▾		
Image Text	7 Z w mj Q 🔄	Input Image Text*	
		Fields marked with (*) are mandatory	

Submit   Reset

2.3.1   Screen Details

   a. Make Payment Button
   b. Home Button: Once the user finishes the work user should logout immediately to free the resources with the central server.

   c. Department Details; Accounts Details; Payer Details; Payment Details.

   d. Submit Button: To Submit Challan form.

   e. Reset Button: To clear the Challan form and to re- enter the new challan.

3.   Payments without Registration (Guest User)

Challan Details

Description: This option for guest/unregistered user for the challan payment without Registration facility. All the activities related to Payment without Registration are listed below.

Process:

a. Select Payment without registration option from the index menu Categories.
b. Payment without registration screen is displayed for user interaction.

Department Details:

- 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.
- 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: 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).

        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.

Account's Details

- Scheme name –Once the Payment type and scheme name is selected, the objects of taxes under which tax can be collected are displayed against the Scheme Code.

Payer's Details-

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.

Payment Details:

a) Select the Payment Mode

○ **e-Payment (Internet Banking including SBI Debit Card)**   ○ **Payment Across Bank Counter (Cash/Cheque - SBI Br.)**

○ **SBI ePAY Payment Gateway (Customer Charges)**

- e-Payment: For SBI Customers: Charges are free.
- 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 any SBI bank across the state for payment.
- SBI ePay: for customers having internet banking other then SBI : Here charges are levied on the customer.

b) Select Bank
c) Enter the Capcha (Image Text)
d) Select Submit option to submit the challan.
e) User can select Reset option to re-enter the challan. The new blank challan is displayed.
f) On Selection of Submit option the draft challan screen is displayed

g) Select 'Agree or Disagree' 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 The message screen is displayed

h) The system generates GRN Number (Government Reference Number).

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.

i) Depending on the Payment Mode selected, user will be taken to a different screen viz.

j) **e-Payment :** User will be taken to SBI Site for online payment as depicted in figure below
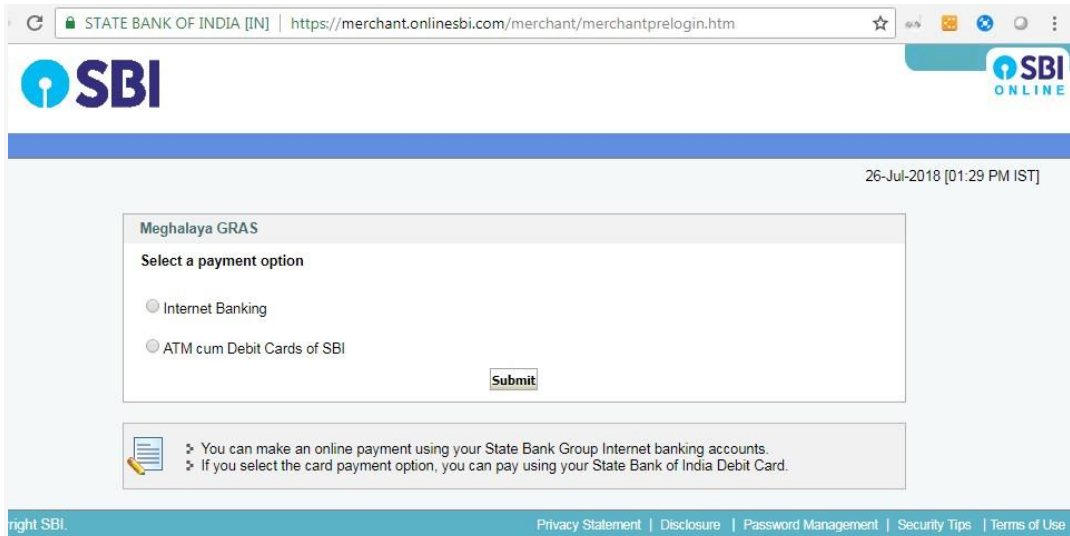
Where the user is given an option to make payment by internet banking or by any SBI Debit Card.

If Internet banking is selected then the user will get the screen below, User enters their login credentials and the bank side will ask for confirmation and OTP for confirming the Payment.
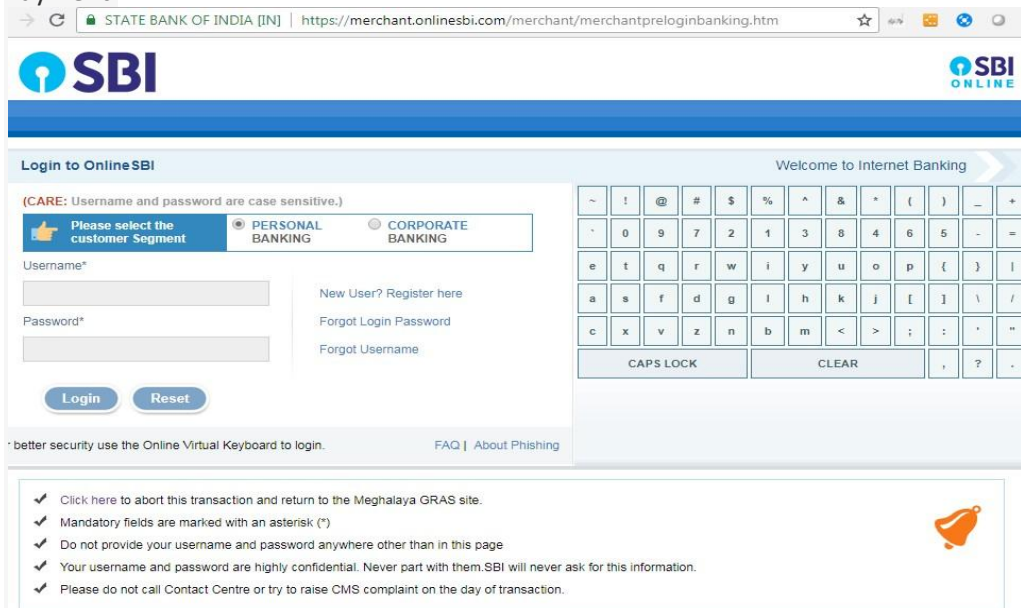
if ATM cum Debit Cards of SBI is selected then the user will get the screen below

User enters Card details and confirms payment, when paid successfully the user will get the print copy of the eChallan in the format given below.

Please note that the area below highlighted in yellow is the GRN, in Blue is the Accounts details and the area highlighted in red is the Confirm date from the Bank stating that the transaction is successful with Bank CIN and bank date is not null.

MTR Form Number-04A

GRN ML000000657201718E	BARCODE	‖‖‖‖‖‖‖‖‖‖‖	Date 29/08/2017-15:47:07	Form ID

Department	Personnel Department		Payer Details	
Type of Payment	R T I		TAX ID (If Any)	
			PAN No.(If Applicable)	
Office Name	P I O		Full Name	Perry
Location	Shg- Dist.			
Year	2017-2018 One Time		Flat/Block No.	
Account Head Details		**Amount In Rs.**	Premises/Building	
0070601180100	RTI Act Fees and Fines	1.00	Road/Street	
			Area/Locality	
			Town/City/District	
			PIN	
			Remarks (If Any)	
			Amount In	One Rupees Only
Total		1.00	Words	

Payment Details	STATE BANK OF INDIA		FOR USE IN RECEIVING BANK		
Cheque-DD Details			Bank CIN	Ref. No.	00062402017082948923	IK00HDZBR5
Cheque/DD No.			Bank Date	RBI Date	29/08/2017-15:44:10	Not Verified with RBI
Name of Bank			Bank-Branch		STATE BANK OF INDIA
Name of Branch			Scroll No. , Date		Not Verified with Scroll

Mobile No. :   Not Available

k) Whereas for user opting for payment across bank counters and Select Ok option. User gets Challan Print as shown below. provided the validity of challan is for 8days to be submitted at respective bank, If user fail to submit challan within valid period then user need to create new challan for same. Please Note the Remark cell to know validity date and bank name where challan is accepted.

l) Bank copy is at bottom of challan print.

e-CHALLAN
MTR Form Number-04A

GRN ML 000000 659 201718M	BARCODE ‖‖‖‖▊‖‖‖‖‖‖‖‖‖	Date 30/08/2017-11:22:28	Form ID	TR 04A

Department	Commissionerate Of Excise		Payer Details		
Type of Payment	Country Spirit	TAX ID (If Any)			
		PAN No.(If Applicable)			
Office Name	DC EXCISE EKH	Full Name	test		
Location	Shg- Dist.				
Year	2017-2018 One Time	Flat/Block No.			

Account Head Details		Amount In Rs.	Premises/Building	
0039001010300	Amount Of Tax	1.00	Road/Street	
			Area/Locality	
			Town/City/District	
			PIN	
			Remarks (If Any)	
			Amount In Words	One Rupees Only
Total		1.00		

Payment Details	STATE BANK OF INDIA	FOR USE IN RECEIVING BANK	
Cheque-DD Details		Bank CIN	Ref. No.		CP95664304
Cheque/DD No.		Bank Date	RBI Date		Not Verified with RBI
Name of Bank		Bank-Branch		STATE BANK OF INDIA	
Name of Branch		Scroll No. , Date			

Mobile No. :		Not Available

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

State Bank Collect	Pre Acknowledgment Payment (PAP) Form for Payment through any SBI Branch	Branch Copy

Branch Teller: Use SCR 008765 Deposit >Fee Collection>State Bank Collect

Beneficiary/Remittance Details		Mode of Payment	Cash	Cheque/DD
State Bank MOPS Reference No. :	CP95664304	Cash Notes	Amount Rs	Paise
Beneficiary	GOVERNMENT OF MEGHALAYA (GRAS)	1000 x		
GRN	ML000000659201718M	500 x		
Full Name	test	100 x		
Amount	1 One 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

After success payment in any of the SBI bank Counters the user may come back to the GRAS portal for checking the bank status by using the verify option in the search challan option

m) In case of the third payment "SBI ePAY"

SBI ePay: for customers having internet banking other then SBI process if the same as Internet banking and Card Payment but here charges are levied on the customer as per RBI rates as applicable.

4.   Search Challan

4.1   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 in the next screen
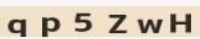[*] Sign indicates that field is mandatory to enter or to select.

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**.**

Note:
♣ **User gets the challan details only when user knows either one option from following options:**

a. **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)
b. **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)
c. 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 below**

Since GRAS site has not received Bank CIN from Bank, hence challan will not be able to view and following screen will appear

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
▪ Once user click on "Verify" user will get screen

4.2 Verification Response

Click on **close** button to close the window

• Again follow the same **process** of search challan
• Click on **"search button"** user will get next screen

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)

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.