

<https://megepayment.gov.in/>

Apr

2018

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**GRAS**  
(Government Receipt Accounting System)

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

**Meghalaya e-Payment**  
Cyber Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Meghalaya, India

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Search

**Users Login**

User Name  
Password  
Image Text: NE j 2 X S  
Input Image Text  
Login  
Forgot Password

**New User Registration**  
Useful to keep track on history of transactions, creating multiple profiles and easy Challan search facility.

**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.

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

Available Banks in Cyber Treasury  
State Bank of India

Available Departments in GRAS  
Commissioner, State Excise | Right to Information (RTI) | Meghalaya Public Service

**Information About Maghalaya E-Payment**  
Finance Department (FD), Government of Meghalaya, 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 Meghalaya. The acceptance of on-line payment of Meghalaya 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**  
**Transport Commissioner**

- Pay Receipt for indian motor vechile act in the form of e-Challan
- Pay Receipt for state motor vechile act in the form of e-Challan.
- Pay tax on entry of goods in local area in the form of e-Challan.

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.

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	✓	✓	✓ All Branches	✗	---
2	SBIPay	✓	✓	✗	✗	---

## 2.3 Introduction

General Layout of the screen is described below

Data entry is subdivided into four Parts


### Department Details

Department Details			
Department *	Commissioner Of Transport	Payment Type *	Vehicle Tax
District *	Select District	Office Name *	Select Office Name
Period Year *	2018-2019	Select Period	
Form ID	Select		


### Account Details

Account Details		Scheme Name	Amount
0041001010100	Fees and Fines	₹	<input type="text"/>
0041001020100	Fees and Fines	₹	<input type="text"/>
0041001020300	Surcharge	₹	<input type="text"/>
0041001020200	Amount Of Tax	₹	<input type="text"/>
		<b>Total Amount</b>	₹ <input type="text"/>

## Payer Details

Payer Details			
Department Tax ID 	<input type="text"/>	PAN	<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 Details			
Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway             (Customer Charges)		
Select Bank *	<input type="text" value="Select Bank"/>		
Image Text		Input Image Text*	<input type="text"/>
Fields marked with (*) are mandatory			
<input type="button" value="Submit"/> <input type="button" value="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

<input checked="" type="radio"/>	e-Payment (Internet Banking including SBI Debit Card)	<input type="radio"/>	Payment Across Bank Counter (Cash/Cheque - SBI Br.)
<input type="radio"/>	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 than 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







## Meghalaya e-Payment

Cyber Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Meghalaya, India

DRAFT CHALLAN MTR FORM NUMBER - 04A							
GRN	To Be Generated	BARCODE	To Be Generated	Date	05/04/2018	Form Id	TR04A
<b>Department</b> Directorate General of Police <b>Type of Payment</b> Parking Violation/ <b>Office Name</b> SARDAR PS <b>Location</b> Shg- Dist. <b>Year</b> 2018-2019 One Time				<b>Payer Details</b> Tax-Id PAN No (If Applicable) Full Name Test Challan Flat/Block No,Primitives/Bldg No Block Road/Street, Area/Locality Locality Town/City/District Laban PIN 793003 Mobile No. Remarks Test Challan Amount in Words One Rupees Only			
<b>Account Head Detail</b>				<b>Amount in Rs</b>			
0055001030500 Fine				1			
<b>Total Amount</b>				1.00			
Payment Details							
<b>Payment Mode Selected</b>				Online/Internet Banking			
<b>Bank Selected</b>				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. <b>Note*</b> : 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"/>							

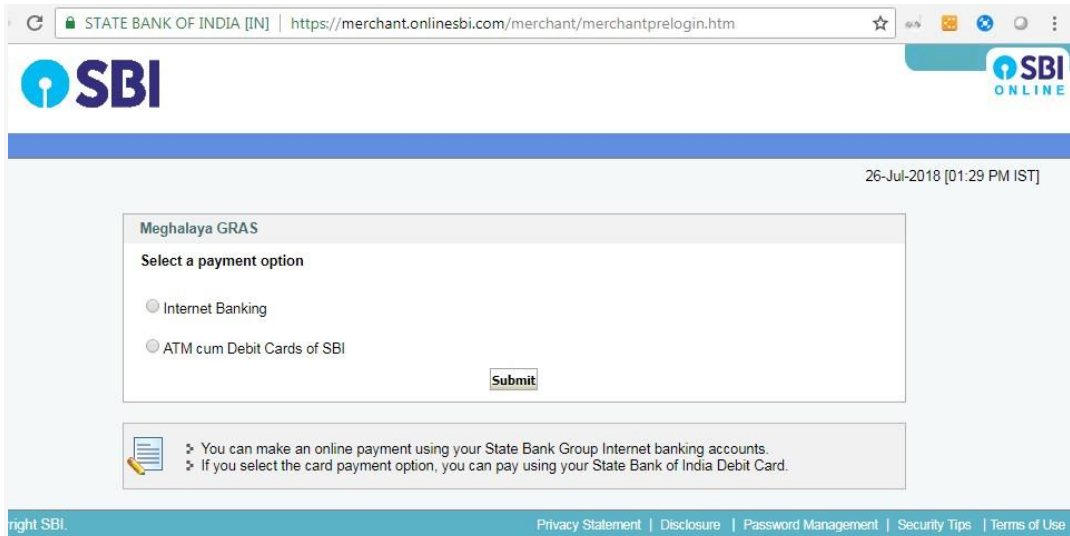
- g) Select 'Agree or Disagree' option; user gets the message to continue the process of the payment. User can 'Cancel' option to cancel the form. User gets previous screen to re-enter the challan details The message screen is displayed

	From megepayment.gov.in Note Down Your GRN Number Is [ ML000000006201819E ]	
<input type="button" value="OK"/>		
<input type="button" value="Make Payment"/> <input type="button" value="Logout"/>		

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

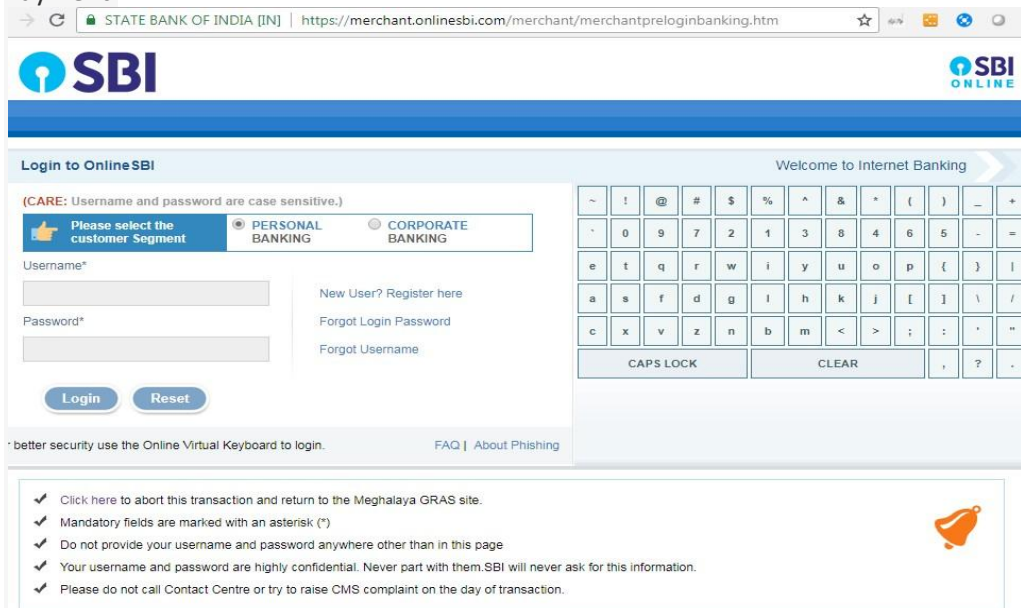
Note: Government Reference Number (GRN) is generated on the Challan to uniquely identify the payment to be made by the user. GRN should be quoted for any further enquiry. Therefore, user must ensure that 18 digit GRN generated is properly noted and saved.

- 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

The screenshot shows a web browser window with the URL <https://securepayments.fssnet.co.in/pgwayb/paymentpage.htm?PaymentID=100131820753825118>. The page title is "Payment Page" and features the SBI logo. Below the logo is a "Billing Information" section with the following details:

Merchant	SBI Internet Banking	Website	https://inb.sbi.co.in
Track Id	5187926072018		

Below the billing information is a "Pay by" section with a "Debit Card" option selected. The card details form includes:

- Card Number:
- Valid Thru/Expiry Date:  /
- Card Holders Name:
- ATM PIN:
- Security Code:

At the bottom of the form are "Proceed" and "Cancel" buttons. A disclaimer at the bottom of the page reads: "\* Please do not click Back button/ refresh the page/ close the window while the transaction is processing." Below the disclaimer, it states: "This is a Secure payment gateway using 128-bit SSL encryption."

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.



**e-CHALLAN**  
**MTR Form Number-04A**

GRN ML000000 659 201718M		BARCODE		Date 30/08/2017-11-22:28	Form ID TR 04A
Department Commissionerate Of Excise Country Spirit			Payer Details		
Type of Payment			TAX ID (If Any)		
Office Name DC EXCISE EKH			PAN No.(If Applicable)		
Location Shg- Dist.			Full Name		test
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)		
Total			Amount In Words		One Rupees Only
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			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			
		10 x			
Cheque/DD No.					
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 than 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.

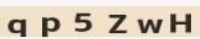
https://megepayment.gov.in/challan/views/frmSearchChallanWithOutReg.php



**Meghalaya e-Payment**

Cyber Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Meghalaya, India

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

Department *	Meghalaya State Information Commission		
District/Treasury *	Shg- Dist.	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	ML000000657201718E
CIN			
<b>Note :-</b> Please enter either GRN or Bank CIN			
Image Text			Input Image Text *
			qp5ZwH
<input type="button" value="Search"/>			

#### 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

https://megepayment.gov.in/challan/views/fmSearchChallanWithOutReg.php



**Meghalaya e-Payment**  
Cyber Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Meghalaya, India

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

Department *	Commissioner Of Transport		
District/Treasury *	Select One	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	ML000132943201819E
CIN			
<b>Note :-</b> Please enter either GRN or Bank CIN			
Image Text		Input Image Text *	
<input type="button" value="Search"/>			

GRN	Party Name	Amount	Payment verification with bank
<a href="#">ML000132943201819E</a>	TEST	1.00	<a href="#">Verify</a>

Note:- Click on GRN/Challan No. to view the challan

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

GRN VERIFICATION RESPONSE FOR :: STATE BANK OF INDIA					
GRN	Bank CIN No.	Bank Reference No.	Bank TimeStamp	Status	Amount
ML000000657201718E	62402017082948900	IK00HDZBR5	29/08/2017-15:44:10	Success	1
<input type="button" value="Close"/>					

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




https://megepayment.gov.in/challan/views/frmSearchChallanWithOutReg.php



## Meghalaya e-Payment

Cyber Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Meghalaya, India

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

Department *	Commissioner Of Transport		
District/Treasury *	Select One	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	ML000132943201819E
CIN			
<b>Note :-</b> Please enter either GRN or Bank CIN			
Image Text		Input Image Text *	
<input type="button" value="Search"/>			
GRN	Party Name	Amount	Payment verification with bank
ML000132943201819E	TEST	1.00	Successful
<a href="#">Note:- Click on GRN/Challan No. to view the challan</a>			

### 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.