

Unregistered User Module

(Version 1.0)

GRAS

(Government Receipt Accounting System)

**Directorate of Accounts and treasuries
Finance Department,
Government of Puducherry**

August 2016

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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.

2. GETTING STARTED

Fig 2.1

GRAS Government Receipt Accounting System
 Directorate of Accounts & Treasuries,
 Government of Puducherry, India

Users Login

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

New User Registration
 Useful to keep track on 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 GRAS

Available Cards & Banks for SBI e-Pay

Available Departments in GRAS

Information About GRAS

Finance Department (FD), Government of Puducherry, 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 Puducherry. The acceptance of on-line payment of Puducherry 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

Receipt (in Crores)

Month

Legend: DAT, EXC, IGR, RTO, Other

User Guide **GRAS Circular & Related GR**

py.gov.in
 Official Website of Government of Puducherry

india.gov.in

W3C XHTML 1.0 W3C CSS Entrust

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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



GRAS Government Receipt Accounting System

Directorate of Accounts & Treasuries
Government of Puducherry, India



Banks Available In GRAS

Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash/Cheque)	eSBTR	Contact No.	
1	 सबसे बड़ा बैंक State Bank of India With you - all the way	✓	✓	✓	All Branches	✗	---

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GRAS

Government Receipt Accounting System

Directorate of Accounts & Treasuries
Government of Puducherry, India



[Make Payment](#)
[Home](#)

Department Details

Department *	Select Department	Payment Type *	Select Payment Type
District *	Select District	Office Name *	Select Office Name
Scheme Name *	Select Scheme Name		
Period Year *	2016-2017	Select Period	Select Period
Form ID	Select		

Account Details

Scheme Name	Amount
Total Amount	₹

Payee Details

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

Payment Details

Payment Mode	☒ e-Payment ☐ Payment Across Bank Counter (Cash/Cheque) ☐ SBI ePay Payment Gateway (Customer Charges)		
Select Bank *	Select Bank		
Image Text		Input Image Text *	

Fields marked with (*) are mandatory

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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

Directorate of Accounts & Treasuries
Government of Puducherry, India

[Make Payment](#) | [Home](#)

Department Details

Department *	DAT	Payment Type *	Sale of Stamps
District *	PUDUCHERRY	Office Name *	TEASURY OFFICE PDY
Scheme Name *	Stamps and Registration Fees STAMPS NON-JUDICIAL Sale of Stamps		
Period Year *	2016-2017	One Time/Adhoc	
Form ID	GAR7		

Account Details

Scheme Name	Amount
0030-02-102-00-00-00 Others	₹ 300
Total Amount	₹ 300.00

Payee Details

Department Tax ID	123	PAN	
Name *	Pravinkumar		
Block No/ Premises	31	Locality/Road	
Area/City	Puducherry	PIN	
Mobile No.	9791557237		
Remarks			

Payment Details

Payment Mode	☐ e-Payment ☒ Payment Across Bank Counter (Cash/Cheque) ☐ SBI epay Payment Gateway (Customer Charges)
Select Bank *	INDIAN OVERSEAS BANK
Image Text	5zSGGm

Fields marked with (*) are mandatory

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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 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).

Fig 3.2

GRAS Government Receipt Accounting System

Directorate of Accounts & Treasuries
Government of Puducherry, India

Make Payment Home

DRAFT CHALLAN
MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	13/08/2016	Form Id	GAR7
-----	-----------------	---------	-----------------	------	------------	---------	------

Department DAT Type of Payment Sale of Stamps/Stamps and Registration Fees STAMPS NON-JUDICIAL Sale of Stamps Office Name TEASURY OFFICE PDY Location PUDUCHERRY Year 2016-2017 One Time	Payer Details Tax-Id 123 PAN No (If Applicable) Full Name Pravinkumar Flat/Block No, Primises/Bldg 31 Road/Street, Area/Locality Town/City/District Puducherry PIN Mobile No. 9791557237 Remarks Amount in Words Three Hundred Rupees Only
---	---

Account Head Detail 0030-02-102-00-00-00 Others	Amount in Rs 300
---	----------------------------

Total Amount 300.00

Payment Details	
Payment Mode Selected	Across The Bank Counter
Bank Selected	INDIAN OVERSEAS BANK

Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 5 (Five) 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 INDIAN OVERSEAS BANK. **Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information. Payment Gateway charges will be paid by the customer depending upon the payment mode selected.**

Proceed Cancel

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5. Select **“Proceed”**, The system generates **GRN Number** (Government Reference number). The following screen is displayed (fig 3.3).

*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 3.3

DRAFT CHALLAN MTR FORM NUMBER - 6							
GRN	To Be Generated	BARCODE	To Be Generated	Date	18/08/2016	Form Id	GAR7
Department DAT Type of Payment Sale of Stamps/Stamps and Registration Fees STAMPS NON-JUDICIAL Sale of Stamps Office Name TEASURY OFFICE PDY Location PUDUCHERRY Year 2016-2017 One Time				Payer Details Tax-Id PAN No (If Applicable) Full Name Pravinkumar Flat/Block No, Primises/Bldg , Area/Locality District Amount in Words Three Hundred Rupees Only			
Account Head Detail 0030-02-102-00-00-00 Others				Your GRN Number Is [PY000000179201617M] OK			
Total Amount 300.00							
Payment Details Payment Mode Selected Across The Bank Counter Bank Selected INDIAN OVERSEAS BANK Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 5 (Five) 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 INDIAN OVERSEAS BANK. Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information. Payment Gateway charges will be paid by the customer depending upon the payment mode selected.							
Proceed Cancel							

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

Fig 3.4



GOVERNMENT OF PUDUCHERRY
e-CHALLAN
[See Rule 26(1)]

GRN PY 000000 179 201617M		BARCODE		Date 18/08/2016-17:36:54		Form ID GAR7	
Department DAT				Payer Details			
Type of Payment Sale of Stamps Stamps and Registration Fees STAMPS NON-JUDICIAL Sale of Stamps				TAX ID (If Any)			
Office Name TEASURY OFFICE PDY				PAN No.(If Applicable)			
Location PUDUCHERRY				Full Name		Pravinkumar	
Year 2016-2017 One Time				Flat/Block No.			
Account Head Details			Amount In Rs.		Premises/Building		
0030-02-102-00-00-00 Others			300.00		Road/Street		
					Area/Locality		
					Town/City/District		
					PIN		
					Remarks (If Any)		
Total			300.00		Amount In Words Three Hundred Rupees Only		
Payment Details INDIAN OVERSEAS BANK				FOR USE IN RECEIVING BANK			
Cheque-DD Details				Bank CIN		Ref. No.	
Cheque/DD No.				Date			
Name of Bank				Bank-Branch		INDIAN OVERSEAS BANK	
Name of Branch				Scroll No. , Date			

**Make payment at any of the listed branches * of INDIAN OVERSEAS BANK
 handling GOVERNMENT OF PUDUCHERRY Business Before 25/08/2016**

Mobile No. : Not Available

-----Cut Here-----Bank Copy-----Cut Here-----

GRN	PY000000179201617M	Challan Date	18/08/2016	Challan Amount	300.00
Party Name	Pravinkumar				
Amount In Words	Three Hundred Rupees Only				
Account Head Details			Payment Details		
Cheque-DD Details			Bank CIN	Ref. No.	
Cheque/DD No.			Date		
Name of Bank			Bank-Branch INDIAN OVERSEAS BANK		
Name of Branch			Scroll No. , Date		

*Please see the list of branches on the HOME PAGE of GRAS site where you can make payment.

9. Validity of challan is for 8 days 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) .

Fig 4.1

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

Department *	DAT		
District/Treasury *	Select One	Bank *	INDIAN OVERSEAS BANK
Amount *	300	GRN	PY000000179201617M
CIN		Bank PRN (Reference No.)	
Note :- Please enter either GRN or Bank CIN or Bank Payment Reference No.			
Image Text	4 Gh 5 TA		Input Image Text *
		4Gh5TA	
Search			

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

Department *	DAT		
District/Treasury *	Select One	Bank *	INDIAN OVERSEAS BANK
Amount *	300	GRN	PY000000179201617M
CIN		Bank PRN (Reference No.)	

Note :- Please enter either GRN or Bank CIN or Bank Payment Reference No.

Image Text	g KJ 5 j 6	Input Image Text *	
------------	------------	--------------------	--

Search

GRN	Party Name	Amount	Payment verification with bank
PY000000179201617M	Pravinkumar	300.00	Verify

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

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- ♣ Click on **GRN No.** to view the Challan Print. i.e. user will get screen shown below
- ♣ In case 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.