

Table of Contents

PURPOSE	3
AUDIENCE	3
2.0 GETTING STARTED	5
FIG 2.1	5
2.1 INTRODUCTION SIGN UP NEW USER	6 6
3.0 OPTIONS FOR THE REGISTERED USER	12
A) HOME B) MAKE PAYMENT	12 20
3.2.3 Process to modify the transaction profile 3.2.3 Process to repeat the transactions	34 37 20
D) 3.4 CHALLAN HISTORY (SEARCH CHALLAN) E) 3.5 CHANGE PASSWORD	
F) 3.6 FEEDBACK FORM G) 3.7 LOGOUT	42 43

Purpose

The purpose of this document is to provide complete details about the module "New Registration". In order to enable online payment, the module facilitates to fill Challan electronically (e-Challan) on its website and make online payment using the participating Banks' Internet Banking Facility.

- This is 24 X 7 facilities to pay Government tax and non-tax payments into the Government Account.
- Users of this site can remit amounts through e-payment facility of the participating banks.
- Provides facility for generating and printing challan on the web site.
- Facility to pay taxes, non-tax payments to many of the departments of the State from the same place.
- Facility to get registered to use the system frequently. It helps to avoid entering personal data repeatedly.
- Facility for viewing and storing historical records of payments and re-viewing / re-printing the challan at any time.

Audience

The target audience is registered user. This module has been developed taking into consideration the requirement of the user. User can be registered on the system as per his /her convenience.

After registration, user gets the following facilities -

- User is able to edit/ delete the unwanted profiles, if any.
- On every login user gets record of last 10 transactions made on 'Home Page'.
- User is able to 'Repeat' the transactions with minimal input i.e. period and amount only from the 'Home Page'.
- User is able to maintain payment history of Challan Date wise, Department wise and Tax wise.
- User is able to take prints of any challan at any time.

Mode of Payment:

• **E-Payment**: It can be used to make direct payment to the Government using the banks Internet payment facility.

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.

E-payment

E- Payment is online method of govt. taxes and non-taxes payments process

- In e-payment user gets immediate receipt for the tax or non tax payment made to the Government.
- User is required to have an Internet enabled banking account with any of the participating banks.

2.0 Getting Started

Fig 2.1



This module is meant for the registered user who wants to use the system frequently. User is able to get registered on the system after filling 'New registration' form. The user approaches portal and selects the **New Registration** option given below in the **Categories** index menu. User gets the screen for registration as described below.

2.1 Introduction Sign up New User

User has to fill this form so that user is able to get registered on the system. Fig 2.1

	New Users Signup Here
Contact Information	
	Fields marked with(*)are mandatory.
Full Name (max 75) *	
District *	{Select District}
Fown/City/Area/Locality *	
Road/Street/Post Office *	
Premises/Building/Village *	
Flat/Door/Block No. *	
PIN *	
Contact Number (LandLine)	STD Code - Phone Number
Mobile Number	
Email ID	
Alternate Email ID	
PAN Number	
Personal Information	
User Name *	Minimum 4 characters are required.Please Enter Lowercase chracters only
Password *	(Should have atleast one special character,one digit and one Uppercase letter.) Minimum 8 Characters are requird.
Renter Password *	
Security Question *	{Select Security Question}
Answer *	
nput Image Text *	8 5 2 5 6 4 S Type the characters you see in picture. Letters are not case sensitive.
	Save

Screen Details

- 1. **Contact Information**: Contact information of the user.
- 2. **Personal Information**: Personal information of the user.
- 3. Save Button: To save the registration form.
- 4. **Reset Button**: To clear the form and to re-enter the registration form.
- 5. **Home Button**: To display index home screen.
- 6. **Menu Bar**: A menu bar is a horizontal strip that contains lists of available menus for a certain program.
- 7. User Name: Displays name on the top of the screen.
- 8. Last Login Date and Time: Displays last login date and time of the login.

Registration Details: User who wants to use the system frequently is able to register on the system. All the details related to '**New Registration**' are listed below.

Process:

- 1. Select New Registration option from the index menu Categories.
- 2. New Registration screen is displayed for user interaction.(fig2.1)
- 3. Enter Contact Information and Personal Information.
- 4. In the contact information user enters the field given below- **Full Name**: Full name of the user.
 - **District**: District from where the user wants to make payment.
 - **Town/ City/ Area/Locality**: Town/ City/ Area/Locality name of the address.
 - Road/ Street/ Post Office: Road/ Street/ Post office name of the address.
 - **Premises/ Building/ Village**: Premises/ Building/ Village name of the user.
 - Flat/Door/ Block No.: Flat/Door/ Block Number of the user.
 - **PIN**: PIN of the city or Area.
 - **Contact Number (Landline):** Contact number of the user.
 - In the Contact number, user enters STD code (if user enters Phone no. Field) Enter Phone No. (Landline number): landline number of the user.

- Enter Mobile No.: Mobile number of the user.
- Email ID: E -mail Id of the user.
- Alternate Email ID: Alternate E -mail Id of the user if any.
- **PAN**: PAN (Permanent account number) of the user issued by income tax department.
- 4. In the personal details user enters the fields given below-

User Name: User can create any name of his choice; he desires to use that name login into the system. The user needs to remember this name every time whenever he wants to access his account on GRAS afterwards. The system autochecks the availability of that user name and displays the same. If the user name chosen by the user is already taken before; the user is prompted to choose another user name; till the time he chooses unique user name.

Note: Name should be in the small letters.

- **Password**: Appropriate password to login (User can create his own password for the login).
- ° **Re-enter Password**: Re-enter same password for confirmation.
- Security Question: Security question is used in case user forgets the user id and password; to retrieve his account. User selects the question from the drop down list.
- **Answer**: Enter appropriate answer for that question in the given field.
- Word Verification: Recognize the word and enter in the given field .The System displays some characters that the user has to enter in the text box provided.
- 5. After entering Contact information and Personal details user click on **Save** option to save the entered information.
- 6. User can select **Reset** option to re-enter the registration form. On **Reset**, User gets blank form. I.e. Fig 2.1. User can also select **Home** option to get home index screen.
- 7. On selection of **Save** option user gets the following screen (fig 2.2)

	New Users Signup Here
Contact Information	
	Fields marked with(*)are mandatory.
Full Name (max 75) *	VANDANA GOSAVI
District *	Pune
Town/City/Area/Locality *	pune
Road/Street/Post Office *	pune
Premises/Building/Village *	pune
Flat/Door/Block No. *	123
Email ID	Account Created Successfully
Alternate Email ID	Please log-in with your new Use ID and password!
PAN Number	
Personal Information	
User Name *	Vandana121 Minimum 4 characters are required.Please Enter Lowercase chracters only
Password *	(Should have atleast one special character, one digit and one Uppercase letter.) Minimum 8 Characters are requird.
Renter Password *	
Security Question *	What is your highschool name?
Answer *	·····
Input Image Text *	343893 \$
	343893 Type the characters you see in picture. Letters are not case sensitive.
	Save Reset

Fig 2.2

- 9. User gets the confirmation message of successful account created.
- 10. User selects **Ok** option .The following screen is displayed i.e. (fig 2.3)

Fig 2.3



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- 11. User enters defined User Name and Password in the given field.
- 12. After entering User Name and Password, User selects Login option.
- 13. User can select **Cancel** option to re-enter the user name and password.
- 14. On selection on Login option, user gets the following screen i.e.(fig 2.4)

Fig2.4

			Back To Home
<mark>@</mark> G₹A	S Government Receipt Accounting	System	Virtual Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Maharashtra, India
User : vandana121 Las	st Login :	ome Make New Payment	Repeat Payment Challan History Change Password Logout
Name	Vandana Gosavi		
Town/City	Pune	Area	Pune
Road	Pune	Premises/Building	Pune
Flat/Door/Block No.	123	Pin No	111111
Contact Number(Land Line)	-	Mobile Number	-
Email I d	-	Pan Number	-
	Update	Payee Profile	
CLICK HERE TO SEE YOU	R LAST 10 TRANSACTIONS		
	No history Records No records found for	Found for E-Payment financial Year 2014-20	t 015
Iome About GRAS Disc	laimer Sitemap Contact Us		For any queries, please contact at
Site Designed & Dev	veloped By National Informatics Center , Pune.		vto@mahakosh.in
Copyright © 2009-2	2014. Directorate of Accounts & Treasuries, Maharashtra	а.	Server : 39 Updated on 23 Nov 2014

- 15. After registration, by default user gets the personal details on the screen.
- 16. User clicks on the link to view the last 10 transactions made from the account.
- 17. Registered user gets the following facilities
 - Home tab: To see and verify the personal details and confirm his own account also to get the view of last 10 transactions made from the account and to check the status of the Challan and repeat the payment with minimal fields.
 - Make Payment tab: To add more profiles for different department and various Tax IDs and locations.
 - ^o Payee Profile tab: To update user's profile information.
 - Challan History tab: To view history of payment transactions and print any/all historical challans paid by the user.
 - Change Password tab: To change the password of the user account.
 - ^o Logout tab: To logout from the user account.

3.0 Options for the Registered user-

- A. <u>Home</u>
- B. Make Payment
- C. <u>Repeat Payment</u>
- D. Challan History
- E. Change password
- F. <u>Logout</u>

A) Home

FigA.1

			Back To Home
@ G₹A	S Government Receipt Accounting	System	Virtual Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Maharashtra, India
User : vandana121 Las	st Login :	Home Make New Payment	Repeat Payment Challan History Change Password Logout
Name	Vandana Gosavi		
Town/City	Pune	Area	Pune
Road	Pune	Premises/Building	Pune
Flat/Door/Block No.	123	Pin No	111111
Contact Number(Land Line)	-	Mobile Number	•
Email I d	-	Pan Number	-
CLICK HERE TO SEE YOU	Update	Payee Profile	
	No history Records No records found for	s Found for E-Payment financial Year 2014-20	:)15
Home About GRAS Disc	laimer Sitemap Contact Us		For any queries, please contact at
Site Designed & Dev Copyright © 2009-2	veloped By National Informatics Center , Pune . 2014. Directorate of Accounts & Treasuries, Maharashtr	a.	vto@mahakosh.in Server : 39 Updated on 23 Nov 2014

- **1.** User's name and last login date and time is displayed on the top of the screen.
- 2. Registered User is able to view the details as to time and date of the previous/last login, the registration details abstract and able to view the last 10 transactions made from the account instantly.
- 3. User gets the transaction details with [Date (when transaction is made), GRN

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(Government Reference number), Tax ID (Tax ID for which the payment is made), Office Location (Selected office location for payment), Amount (Payment amount), Status (Status of the payment), Repeat Payment (to repeat the transaction) and payment verification with Bank.

4. In case of unknown status of the transaction, user can verify the status of the challan payment from bank site.

Status can be:

- Successful- for successful payment to the Government
- **Failure** for unsuccessful transaction/non-transfer of payment to Government
- Pending- for pending the authorization at the banks' side
- Verified at Bank- for Payment verified by Government at the banks' side

• Verified at RBI- For Payment verified by Government at the RBI User clicks on the GRN on the same screen and get the Challan in MTR Form Number-6.

4. User has facility to repeat the transaction. Against every transaction, the user has the option to repeat the same transaction with minimal changes of Scheme code period and amount. The user simply clicks on the '**Repeat'** option against the transaction that user desires to repeat on.

• <u>How to verify challan?</u>

* Process:

To "Verify" the challan user must login with defined User Name and Password.

After Login, user gets login details the following screen i.e. (fig A.3)

gA.3 - → ⊂ ∩ [🔒 Direo	ctorate of Accounts and Treasu	iries [IN] https://gras.mahakosh.gov.ii	ካ/challan/views/frmRegisterHome.php 🏠 💽 🥝 Back To Hom
G	₹A	S Government Receip	ot Accounting System	Virtual Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Maharashtra, India
User : dummy	Last Log	in : 23/11/2014 11:18	Home Make New Paymen	t Repeat Payment Challan History Change Password Logout
Name		Dummy User		
Town/City		Mumbai	Area	Area
Road		Road	Premises/Building	Building
Flat/Door/Block	k No.	Flat	Pin No	400102
Contact Number Line)	r(Land	00000	Mobile Number	8768686876
Email Id		dummy@gmail.com	Pan Number	-
CLICK HERE TO S	EE YOUI	R LAST 10 TRANSACTIONS	Update Payee Profile	
Home About GRA Site Designe Copyright ©	AS Discl ed & Dev 0 2009-2	aimer Sitemap Contact Us eloped By National Informatics Cer 014. Directorate of Accounts & Trea	nter , Pune . asuries, Maharashtra.	For any queries, please contact vto@mahakosh.in Server : 39 Updated on 23 Nov 20:

• To view last 10 transaction click on link **"Click here to see last 10 transactions"** user will get the screen (A.4)

FigA.4

									Back To Home
	G₹A	\S	overnment Receipt Accounting	System		Virtual T Finance D	reasury, Director Pepartment, Gove	ate of Accour ernment of M	nts & Treasuries, Iaharashtra, India
User : dum	my Last Log	;in : 23/11,	/2014 11:18	Home Make N	ew Payment	Repeat Payme	nt Challan Histo	ory Change P	assword Logout
		[]
Name		Dummy U	ser			1			
Town/City	'	Mumbai		Area		Area			
Road		Road		Premises/B	uilding	Building			
Flat/Door/	Block No.	Flat		Pin No		400102			
Contact Nu Line)	umber(Land	00000		Mobile Nur	nber	8768686876			
Email Id		dummy@	gmail.com	Pan Numbe	r	-			
	E TO SEE YOU	R LA ST 10	Update TRANSACTIONS	Payee Profile					
Your Last 1	LO Transactio	n.						1	
Date	GRM	I	Office Location	Amount	Mode o sel	of payment lected	Status	Repeat Payment	Payment verification with bank
12/12/2014	<u>MH00443102</u>	<u>3201415E</u>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	C)-CAB	Unknown	<u>Repeat</u>	<u>Verify</u>
12/12/2014	<u>MH00443094</u>	<u>9201415E</u>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	C)-CAB	Unknown	<u>Repeat</u>	<u>Verify</u>
10/12/2014	<u>MH00438419</u>	<u>9201415E</u>	ABN_AMBEGAON SUB REGISTRAR,PUNE	100.00	0	-BOM	Unknown	<u>Repeat</u>	<u>Verify</u>
05/12/2014	<u>MH00429601</u>	<u>8201415E</u>	HVL13_HAVELI 13 JOINT SUB REGISTRAR,PUNE	1.00	0	-BOM	Unknown	<u>Repeat</u>	<u>Verify</u>
02/12/2014	MH00421603	<u>8201415E</u>	DIG1_PUNE D I G OF REG,PUNE	1.00	C	D-BOI	Unknown	<u>Repeat</u>	<u>Verify</u>
02/12/2014	<u>MH00421597</u>	<u>0201415E</u>	DIG1_PUNE D I G OF REG,PUNE	1.00	C	D-BOI	Unknown	<u>Repeat</u>	<u>Verify</u>
02/12/2014	<u>MH00421592</u>	<u>3201415E</u>	DIG1_PUNE D I G OF REG,PUNE	1.00	C	D-BOI	Unknown	<u>Repeat</u>	<u>Verify</u>
02/12/2014	MH00421573	<u>4201415E</u>	DIG1_PUNE D I G OF REG,PUNE	1.00	C	D-BOI	Unknown	<u>Repeat</u>	<u>Verify</u>
02/12/2014	MH00421569	<u>8201415E</u>	DIG1_PUNE D I G OF REG,PUNE	1.00	C	D-BOI	Unknown	<u>Repeat</u>	<u>Verify</u>
02/12/2014	MH00421562	<u>6201415E</u>	DIG1_PUNE D I G OF REG,PUNE	1.00	C	D-BOI	Unknown	<u>Repeat</u>	<u>Verify</u>
CLICK HERE	E TO HIDE YOU	R TODAYS	S TRANSACTIONS						
Home Abou	ut GRAS Discl Designed & Dev right © 2009-2	aimer Sit veloped By 014. Direct	temap Contact Us National Informatics Center , Pune. torate of Accounts & Treasuries, Maharasht	ira.			Fo	or any queries v er : 39 Update	, please contact at to@mahakosh.in ed on 23 Nov 2014

• When user point the mouse pointer on GRN explanatory message is displayed as shown in (figA.5)

FigA.5

← → C 🖌 🔒 Dir	ectorate of Accounts and Treasuries [IN] http	s://gras.mahak	osh.gov.i	n/challan/vie	ws/frmRegiste	erHome.ph	Pt 🔽 🥥
							Back To Hom
€G₹A	S Government Receipt Accounting	g System		Virtual Ti Finance D	reasury, Directore Department, Gove	ate of Accoun crnment of M	ts & Treasuries, aharashtra, India
User : dummy Last Log	gin : 23/11/2014 11:18	Home Make Ne	ew Payment	Repeat Payme	nt Challan Histor	ry Change Pa	assword Logout
Name	Dummy User						
Town/City	Mumbai	Area		Area			
Road	Road	Premises/B	uilding	Building			
Flat/Door/Block No.	Flat	Pin No		400102			
Contact Number(Land Line)	00000	Mobile Nur	nber	8768686876			
Email Id	dummy@gmail.com	Pan Numbe	e r	-			
CLICK HERE TO SEE YOU	Updat R LAST 10 TRANSACTIONS	e Payee Profile					
You	yn.						
here	Office Location	Amount	Mode c sel	of payment lected	Status	Repeat Payment	Payment verification with bank
15/12/2014 MH00447093	3201415E BMT_BARAMATI SUB REGISTRAR, PUNE	1.00	C	D-SBI	Unknown	<u>Repeat</u>	Verify
15/12/2014 MH00447009	9201415E ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	C	D-SBI	Unknown	Repeat	<u>Verify</u>
12/12/2014 MH00443102	3201415E ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	0	-CAB	Unknown	<u>Repeat</u>	<u>Verify</u>
12/12/2014 MH00443094	9201415E ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	0	-CAB	Unknown	Repeat	<u>Verify</u>
tps://gras.mahakosh.gov.in/c	hallan/views/frmRegisterHome.php# \EGISTRAR,PUNE	100.00	0	-BOM	Unknov Intern	et access t	Verify

- Select the respective GRN to view the challan as shown in (figA.5)
- Before selecting GRN please check "Payment verification with Bank"

Note: Payment verification with Bank

- o If GRAS site receive the Bank CIN from Bank site, then **Payment verification with** bank is shown as "-" and user can click on GRN No. to view the challan.
- 0 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"
- 0 Click on "GRN" to verify from fig (A.5) user will get screen (figA.6)
- 0 Since GRAS site has not received Bank CIN from Bank site, hence challan will not be able to view and following screen will appear (A.6) NIC-SDCPN-FIN-GRAS-User manual -01 Version 2.0

Fig A.6 (Challan Notification)

Echallan Notification You cannot print the challan. This GRN(MH004431023201415E) is not successful as Bank Cin is not Received for this challan from Bank Site. Please Click on Verify to verify the transaction status from Bank Site. After Clicking on verify link, If the transaction is successful, then Bank CIN will be updated and you can print the challan. Close	G TAS Government Receipt Accounting System	Back 1 Virtual Treasury, Directorate of Accounts & Treas Finance Department, Government of Maharashtr
You cannot print the challan. This GRN (MH004431023201415E) is not successful as Bank Cin is not Received for this challan from Bank Site. Please Click on <u>Verify</u> to verify the transaction status from Bank Site. After Clicking on verify link, If the transaction is successful, then Bank CIN will be updated and you can print the challan. <u>Close</u>	Echallan Notification	
Close	You cannot print the cha This GRN (MH004431023201415E) is not successful as Bank Cin is Please Click on <u>Verify</u> to verify the transaction After Clicking on verify link, If the transaction is successful, then B challan.	llan. not Received for this challan from Bank Site. n status from Bank Site. ank CIN will be updated and you can print the
	Close	
	About GRAS Disclaimer Sitemap Contact Us Site Designed & Developed By National Informatics Center , Pune. Copyright © 2009-2014. Directorate of Accounts & Treasuries, Maharashtra.	For any queries, please co vto@mohok Server : 39 Updated on 23 No
About GRAS Disclaimer Sitemap Contact Us For any queries, please co Site Designed & Developed By National Informatics Center , Pune. Copyright © 2009-2014. Directorate of Accounts & Treasuries, Maharashtra. Server : 39 Updated on 23 N		

• Click on **"Verify" or "GRN"** from fig(A.7), user will get (figA.8)

Fig A.8 (Response Screen)

fi 🙆 Directorate of A	ccounts and Treasuries [IP	N] https://gras.m	ahakosh.gov.in/echall	an/frmBan	kVerificatio
GTAS Gover	nment Receipt Account	ting System	Virtual Tree Finance Dep	stury, Director	rate of Account erriment of Ma
	GRN VERIFICATION IR	ESPONSE FOR :: STA	TE BANK OF INDIA	Theorem	
GRN	Bank CIN No.	No.	Bank TimeStamp	Status	Amount 1.00
1110044742352014131	0004037201412130712	Close	13-12-2014 14:24.11	Jouccess	1.00

- $^{\circ}$ Click on **Close** Option
- ° Go to **Home Page** you will notice

Note:

• Payment verification with bank is shown "-" and status Successful.

Fig 1.7(Home Screen)

← → C	nt 🔒 Dir	ectorate (of Accounts and Treasuries [IN] http:	s://gras.mahak	osh.gov.i	n/challan/viev	vs/frmRegist	erHome.ph	rt 🔽 🥥
									Back To Home
٢	G₹A	\S	overnment Receipt Accounting	g System		Virtual Tre Finance De	easury, Director partment, Gove	ate of Accoun	ts & Treasuries, aharashtra, India
User : dum	my Last Log	gin : 23/11/	/2014 11:18	Home Make Ne	ew Payment	Repeat Paymen	t Challan Histo	ry Change Pa	assword Logout
Name		Dummy U	ser						
Town/City		Mumbai		Area		Area			
Road		Road		Premises/B	uilding	Building			
Flat/Door/	Block No.	Flat		Pin No		400102			
Contact Nu Line)	umber(Land	00000		Mobile Nun	nber	8768686876			
Email Id		dummy@	gmail.com	Pan Numbe	r	-			
			Updat	e Payee Profile					
CLICK HERI	E TO SEE YOU	R LA ST 10	TRANSACTIONS						
Your Last 1	LO Transactio	on.							
Date	GRI	N	Office Location	Amount	Mode o se	of payment lected	Status	Repeat Payment	Payment verification with bank
15/12/2014	MH00447423	9201415E	BMT_BARAMATI SUB REGISTRAR,PUNE	1.00	(D-SBI	Successful	<u>Repeat</u>	-
15/12/2014	MH00447093	<u>3201415E</u>	BMT_BARAMATI SUB REGISTRAR,PUNE	1.00	(D-SBI	Unknown	<u>Repeat</u>	<u>Verify</u>
15/12/2014	MH00447009	9201415E	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	(D-SBI	Unknown	<u>Repeat</u>	<u>Verify</u>
12/12/2014	MH00443102	<u>3201415E</u>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	C)-CAB	Unknown	Repeat	<u>Verify</u>
12/12/2014	MH00443094	9201415E	ABN AMBEGAON SUB REGISTRAR, PUNE	1.00	C)-CAB	Unknov Interr	ork 3 net access t	Verify

Click on "GRN" to view the challan, refer B.7 Fig

B) Make New Payment

To add more profiles for various departments.

• Select 'Make Payment' tab. User gets the below screen i.e.(fig B.1)

Fig B.1

ser : dummy Last Logi	in : 23/11/2014 11:18	Hon	ne Make New Payment	Repeat Payment Challan History Change Passwe	ord Lo
Department Details					
Department *	Inspector General Of Registration	•	Payment Type *	Stamp Duty on Delivery of Goods	•
District *	PUNE	•	Office Name *	ABN_AMBEGAON SUB REGISTRAR	•
icheme Name *	Inspector General of Registrations			▼	
eriod Year *	2014-2015 T Annual	•			
orm ID	29			•	
Account Details					
	Scheme Name			Amount	
0030046401	Stamp Duty			₹ 1	
	Total Amount			₹ 1.00	
Payee Details					
Department Tax ID 💡			PAN		
Jame*	vandana				
Block No/ Premises			Locality/Road		
Area/City			PIN		
Nobile No.					
temarks					
Payment Details	1				
Payment Mode	e-Payment	ik Counter	(Cash/Cheque)		
elect Bank *	STATE BANK OF INDIA			•	
mage Text	171135 💲		Input Image Text*	171135	
			1	Fields marked with (*) are man	datory
	Sub	mit	Reset		

- Select Period (Year) Select year, Current Financial year selected 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 making Annual payments i.e. 1st Financial year
- [April March].
- Half Yearly: It is semiannual period or payable twice each year. User selects

NIC-SDCPN-FIN-GRAS-User manual -01 Version 2.0

- o any one period
- April September
- October March
 - Quarterly: It is divided into four intervals. User selects any one quarter as per
 - o the requirement
- April–June
- Fill up all the details click on submit to view the draft Page

Fig B.2

										Back To Home
	G		ment Rece	ipt Acc	counting System			Virtual Treas Finance Depa	ury, Directorate of Ac rtment, Government o	counts & Treasuries, of Maharashtra, India
User : d	ummy L	ast Login : 23/11/2014 1	1:18		Home Make New I	Pay	ment	Repeat Payment	Challan History Char	nge Password Logout
					DRAFT CHALLAN MTR FORM NUMBER - 6					
GRN	To Be Ger	nerated	BARCODE	To E	Be Generated	1	Date	15/12/2014	Article Code	29
Departm	nent	Inspector General Of R	egistration						Payer Details	
Type of I	Payment	Stamp Duty on Deliver	y of Goods/Insp	ector Ge	neral of Registrations	Т	ax-Id			
Location	ame	ABN_AMBEGAON SUB	REGISTRAK			P	PAN No ((If Applicable)		
Year		2014-2015 Annual Fro	om 01/04/2014	To 31/03,	/2015	F	ull Nam	e	vandana	
Account	Head Detai	il			Amount in Rs	F	lat/Bloc	k No,Primises/Bld	lg	
0030046	5401 Stam	p Duty			1	R	Road/Str	eet, Area/Locality	/	
						Т	own/Cit	ty/District		
						P	PIN			
						N	Nobile N	lo.		
						R	Remarks			
								in Menuda	One Dunnes Only	
Total Am	ount				1.00		amount	in words	One Rupees Only	
-					Payment Details					
Payment	Mode Sele	ected	Online/I	nternet B	Banking					
Dank Sen	ecteu		STATED	ANK OF I	NDIA					
Note*: Cor	rrection in ch	allan data is not possible onc	e you proceed, clic	k on Cance	el button if you want to modify the a	abo	ove inforn	nation.		
					Proceed Cancel					
Home A	bout GRAS	Disclaimer Sitemap	Contact Us	Contor D	luno				For any que	eries, please contact at vto@mahakosh.in
	opyright ©	2009-2014. Directorate d	of Accounts & Tr	easuries,	, Maharashtra.				Server : 39 Up	dated on 23 Nov 2014

• Click On Proceed to view next page or click on cancel to reset the details

Fig B.3

← → C fi	Directorate of Account	unts and	Treasuries [IN] https://gra	s.mahakosl	n.gov.in/challa	n/views/fr	mechallan_entr	ySub ☆ 🔄 🥥
			The page	at https://gras.	mahakosh.g	ov.in says: ×			
GRN To Be Ge	nerated	BARCOD					/2014 /	Article Code	29
Department	Inspector General Of Reg	istration	All The Info I Want To P	rmation Entered Is roceed For Online/ E BANK OF INDIA	Found Correct Internet Bankir	: In The Draft. 19 Payment		Payer Details	
Type of Payment	Stamp Duty on Delivery of	of Goods	Using STAT	E BANK OF INDIA.					
Office Name	ABN_AMBEGAON SUB R	EGISTRA			OK	Cancel	able)		
Location	PUNE				UK	Carreer	abicy		
Year	2014-2015 Annual From	01/04/2		1				vandana	
Account Head Deta	il			A	mount in Rs	Flat/Block No,Pri	imises/Bldg		
0030046401 Stam	p Duty				1	Road/Street, Are	a/Locality		
						Town/City/Distri	ict		
						PIN			
						Mobile No.			
						Remarks			
Total Amount					1.00	Amount in Word	ls	One Rupees Only	(
				Payment	Details				
Payment Mode Sel	ected	Onl	ine/Internet B	lanking					
Bank Selected		STA	TE BANK OF I	NDIA					
Note*: Correction in ch	allan data is not possible once y	you procee	ed, click on Cance	el button if you want	to modify the a	bove information.			
				Proceed	Cancel				
								-	
Home About GRAS	Discialmer Sitemap Ci	ontact Us	i tics Contor D					⊦or any qu	eries, please contact at vto@mahakosh.in
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• Click On ok to view next page or click on cancel to reset the details

Fig B.4

		The page	e at https://gras.mahakosh.g	vov.in savs: ×				
GRN To Be Ger	nerated BAR	COD	at https://gras.manakosn.g	jov.m suys.	/2014		rticle Code	29
Department	Increase Constal Of Pagistr	Your GRN N	Number Is [MH004470099201415E]			aver Details	
Type of Payment	Stamp Duty on Delivery of G	bods		01		•	ayer Details	
Office Name	ABN_AMBEGAON SUB REGIS	TRAI		OK				
Location	PUNE				able)			
Year	2014-2015 Annual From 01,	04/2014 To 31/03	/2015	Full Name			vandana	
Account Head Detai	il		Amount in Rs	Flat/Block No,P	rimise	/Bldg		
0030046401 Stam	p Duty		1	Road/Street, Ar	ea/Loo	ality		
				Town/City/Dist	rict			
				PIN				
				Mobile No.				
				Remarks				
Total Amount			1.00	Amount in Wor	ds		One Rupees Only	/
			Payment Details					
Payment Mode Sele	ected	Online/Internet E	Banking					
Bank Selected		STATE BANK OF I	NDIA					
Note*: Correction in ch	allan data is not possible once you j	roceed, click on Canc	el button if you want to modify the a	bove information.				
			Proceed Cancel					
Home LAbout GRAS	Disclaimer Siteman Conta	ct Lis					For any gu	eries please contac
Site Designed	& Developed By National Info	rmatics Center . P	une.				i or any qu	vto@mahakosh
Copyright ©	2009-2014. Directorate of Acc	ounts & Treasuries,	, Maharashtra.				Network 3	dated on 23 Nov 2

 \circ Click On OK to Proceed

Fig B.5	
भारतीय स्टेट वैंक State Bank of India The Banker to Every Indian	Online SBI
10-Dec	-2014 [12:37 PM IST]
MAHARASHTRA GOVT]
Select a payment option	
Internet Banking	
◯ ATM cum Debit Cards of SBI	
Submit	
 You can make an online payment using your State Bank Group Internet banking accounts. If you select the card payment option, you can pay using your State Bank of India Debit Card. 	
Ocpyright SBI. Privacy Statement Disclosure Password Management	Security Tips Terms of Use

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.

,gin								1	0-De	c-201	4 [12:	:37 P	MIS
	Onlin	ne Vi	irtual	Keyl	boar	rd							
User Name * VANDANA	~	1	@	#	\$	%	^	&	*	()	_	+
	•	0	8	5	4	7	6	3	9	2	1	-	=
	r	q	t	W	е	р	i.	у	u	0	{	}	I
Enable Virtual Keyboard	g	d	s	а	f	h	1	k	j	[1	1	1
Submit Reset	z	С	V	х	n	m	b	<	>	;	:	1	
		CAF	PS LO	СК			С	LEAF	R		?	,	
Click here to abort to Version Disclaimer: The privity of c payment mechanism and is	his transaction and return to the MA uses highly secure 256-bit encryptic intract is between you and the service not responsible for any deficiency in s	HAR on ce prov servic	ASH ertified ider. E e by ti	FRA G I by Ve Bank is he sen	SOVT eriSig s only vice p	' site. gn. / facilit	ating a	a					

- Enter the **IUser Id** and **Login Password** issued by the respective Bank.
- User gets the payment detail screen form bank side

• Fig B.6 Bank Payment confirmation

State	Bank of India		Onlis
The ba	uker to svery inutan	Welcome : Mrs.	VANDANA YOGANAND G
orevious	s site visit: 07-Dec-2014 11:59 IST		<u>v</u>
HARA	ASHTRA GOVT		10-Dec-2014 [12:39 IST]
1	You have not performed any MAHARASHTRA	GOVT transactions today.	
	Verify and confirm MAHARASHTRA GO	VT transaction details	
M	Debit Account Details	Description	Branch
	00000031885138135	Savings Account	JULE
	GPN	MU00012402020141EE	SOLAPUR
	Namo	window 124330201415E	
	Pariod From	2014/04/01	
	Period To	2015/02/21	
	Department	Increases Concret Of Registration	
	Total Amount		
	Office Code	DUNE	
	Office Name		
		ADN_AMBEGAON SUB REGISTRAR	
	Type of Payment - Account nead	0030049101	
	Type of Payment - Receipt Type	Stamp Duty and Registration Fees/Inspector General of Re	gistration
	Objecti	0030049101 Amount Of Tax	
	ObjectAmt1	1	
	Object2		
	ObjectAmt2		
	Object3		
	ObjectAmt3		
	Object4		
	ObjectAmt4		
	Object5		
	ObjectAmt5		
	Object6		
	ObjectAmt6		
	Object7		
	ObjectAmt7		
	Object8		
	ObjectAmt8		
	Object9		
	ObjectAmt9		
	Tax Id	1	
	PAN No		
	Block No/Premises	pune	
	Locality/Road		
	Area/City	123	
	PIN	410001	
	Remarks		
	Date	20141210115457	
	Amount in Words	One Rupees only	
		Confirm Back	
	 Cut off time for MHG_GOVT tra Any transaction created and/or a will be processed after 8: 00 A.N. If a transaction is created after 1 	nsactions is 8: 00 P.M.:IST uthorised between 8: 00 P.M.:IST and 12.00 A.M.:IST on a particu 1.IST on the next day. 2:00 A.M.:IST and before 8: 00 A.M.:IST it will be processed only.	ılar day after 8: 00 A.M.:IST on the same da
	Click here	to abort this transaction and return to the MAHARASHTRA GOVT	site

• After confirm user will be redirected to challan format(2.6)

Fig B.7 Challan Format

3				CHA MTR Form	LLAN Number-6								
GRN M	H00447423920	01415E	BARCODE				Date 15	5/12/20	014-14:	23:29	For	m ID	25.2
Department	Inspector G	eneral O	f Registration				P	ayer D	etails				
Type of Payment	Non-Judicia	I Custom	er-Direct Pay	ment	TAX ID (If A	ny)							
	Non-Judicia	I Custom	er-Direct Pay	ment	PAN No. (If	Appliacal	ble)						
Office Name	BMT_BARA	MATI SU	JB REGISTR/	NR .	Full Name			vand	ana				
Location	PUNE				1								
Year 20	014-2015 Anni	ual From	01/04/2014	To 31/03/2015	Flat/Block N	ło.		111					
1	Account Head	Details		Amount In Rs.	Premises/B	uilding							
0030046401 Sal	e of NonJudicia	al Stamp		1.00	Road/Street	t		100					
					Area/Locali	ty		pune					
					Town/City/D)istrict				letwor	k 3		
					PIN			1	1 1	1 1		1 1	
					Remarks (If	Any)							
					1	PA	N2=~PN:	test~(CA=				
					1								
					1								
					1								
					Amount In	One Ru	pees Only	,					
Total				1.00	Words								
Payment Details	s	TATE BA	ANK OF INDI	\		F	OR USE I	N REC	EIVIN	G BAI	NK		
	Chec	que-DD C	Details		Bank CIN	REF No.	00040	572014	412156	7122	IK64	63686	2
Cheque/DD No					Date		15/12/	2014-1	4:24:1	1			
Name of Bank					Bank-Branch	ı	STATE	BAN	KOFIN				
Name of Branch					Scroll No. , E	Date	Not Ve	erified	with Se	roll			
Mobile No. : Not	Available												

C. Repeat Payment

To avoid filling of same information repeatedly

figC.1

← → C 👬 📔 Directorate of Accounts and Treasuries [IN] https://gras.mahakosh.gov.in/	/challan/views/frmBusinessInfoEntry. 숬 🔄 🥥
	Back To Home
G TAS Government Receipt Accounting System	Virtual Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Maharashtra, India
User : dummy Last Login : 23/11/2014 11:18 Home Make New Payment	Repeat Payment Challan History Change Password Logout
CLICK HERE TO SEE LAST 50 TRANSACTIONS. AND CLICK ON THE REPEAT BUTTON TO REPEAT THE SAI	Make Payment
Home About GRAS Disclaimer Sitemap Contact Us	For any queries, please contact at vto@mahakosh.in
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Repeat Payment

This is used to repeat the same challan information filled in any one of last 50 transactions Click on the link to view last 50 Transaction as listed in fig C.2

Fig C.2

ser : dum	my Last Login : 23/11/	2014 11:18	Home Make N	ew Payment Repeat Payme	nt Challan Histo	Change P	assword Log
		ACTIONS AND CLICK ON THE REPEAT R		AT THE SAME TRANSACT			
urlast 5	O Transaction						
Date	GRN	Office Location	Amount	Mode of payment selected (M-Counter	Status	Repeat Payment	Payment verification
/12/2014	MH004474239201415E	BMT_BARAMATI SUB REGISTRAR, PUNE	1.00	O-SBI	Successful	Repeat	-
/12/2014	MH004470933201415E	BMT_BARAMATI SUB REGISTRAR, PUNE	1.00	O-SBI	Unknown	Repeat	Verify
/12/2014	MH004470099201415E	ABN_AMBEGAON SUB REGISTRAR, PUNE	1.00	O-SBI	Unknown	Repeat	Verify
/12/2014	MH004431023201415E	ABN_AMBEGAON SUB REGISTRAR, PUNE	1.00	O-CAB	Unknown	Repeat	Verify
/12/2014	MH004430949201415E	ABN_AMBEGAON SUB REGISTRAR, PUNE	1.00	O-CAB	Unknown	Repeat	Verify
12/2014	MH004384199201415E	ABN_AMBEGAON SUB REGISTRAR, PUNE	100.00	O-BOM	Unknown	Repeat	Verify
12/2014	MH004296018201415E	REGISTRAR, PUNE	1.00	O-BOM	Unknown	Repeat	Verify
12/2014	MH004216038201415E	DIG1_PUNE DIG OF REG, PUNE	1.00	0-BOI	Unknown	Repeat	Verify
12/2014	MH004215970201415E	DIG1_PUNE DIG OF REG, PUNE	1.00	0-801	Unknown	Repeat	Verify
/12/2014	MH004215734201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	0-B0I	Unknown	Repeat	Verify
/12/2014	MH004215698201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	O-BOI	Unknown	Repeat	Verify
12/2014	MH004215626201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	O-BOI	Unknown	Repeat	Verify
/12/2014	MH004215577201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	O-BOI	Unknown	Repeat	Verify
12/2014	MH004215534201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	O-BOI	Unknown	Repeat	Verify
12/2014	MH004215480201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	0-BOI	Unknown	Repeat	Verify
12/2014	MH004215420201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	O-BOI	Unknown	Repeat	Verify
/12/2014	MH004200303201415F	DIG1_PONE DIG OF REG, PONE	1.00	O-DEB	Verified	Repeat	verny
/12/2014	MH004199797201415M	DIG1_PUNE D I G OF REG, PUNE	300.00	M-BOM	Unknown	Repeat	Verify
/12/2014	MH004199709201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	O-DEB	Verified	Repeat	-
/12/2014	MH004196594201415E	DIG1_PUNE D I G OF REG, PUNE	2.00	O-VJB	Unknown	Repeat	Verify
/12/2014	MH004193411201415E	DIG1_PUNE D I G OF REG, PUNE	1.00	О-СОВ	Unknown	Repeat	Verify
/11/2014	MH004147077201415M	DIG1_PUNE D I G OF REG, PUNE	334.00	M-SBH	Unknown	Repeat	Verify
/11/2014	MH004147041201415M	DIG1_PUNE DIG OF REG, PUNE	333.00	M-ANB	Unknown	Repeat	Verify
/11/2014	MH004146656201415M	AURANGABAD BENCH CIVIL,	501.00	M-PNB	Successful	Repeat	Verity
/11/2014	MH004132912201415E	AURANGABAD BENCH CIVIL	1.00	0-801	Unknown	Repeat	verity
/11/2014	MH004132791201415E	AURANGABAD	1.00	О-ВОІ	Unknown	Repeat	Verify
/11/2014	MH004107600201415M	AURANGABAD BENCH CIVIL, AURANGABAD	300.00	M-BOM	Unknown	Repeat	Verify
/11/2014	MH004105729201415M	AURANGABAD BENCH CIVIL, AURANGABAD	300.00	M-BOI	Unknown	Repeat	Verify
/11/2014	MH004105368201415M	AURANGABAD BENCH CIVIL, AURANGABAD	1111.00	M-PNB	Successful	Repeat	Verify
/11/2014	MH004105058201415M	AURANGABAD BENCH CIVIL,	300.00	M-BOM	Unknown	Repeat	Verify
/11/2014	MH004105031201415M	AURANGABAD BENCH CIVIL,	300.00	M-SBI	Unknown	Repeat	Verify
		AURANGABAD AURANGABAD BENCH CIVIL,					
11/2014	1004104924201415M	AURANGABAD	302.00	IVI-SBH	ontriown	Repeat	verity
11/2014	MH004104890201415M	AURANGABAD	305.00	M-SBI	Unknown	Repeat	Verify
/11/2014	MH004104851201415M	AURANGABAD BENCH CIVIL, AURANGABAD	302.00	M-BOM	Unknown	Repeat	Verify
/11/2014	MH004104811201415M	AURANGABAD BENCH CIVIL, AURANGABAD	301.00	M-ANB	Unknown	Repeat	Verify
/11/2014	MH004104693201415M	AURANGABAD BENCH CIVIL, AURANGABAD	305.00	M-IDB	Unknown	Repeat	Verify
/11/2014	MH004104669201415M	AURANGABAD BENCH CIVIL,	302.00	M-BOI	Unknown	Repeat	Verify
/11/2014	MH004104644201415M	AURANGABAD BENCH CIVIL,	304.00	M-PNB	Successful	Repeat	Verify
(11/201-		AURANGABAD AURANGABAD BENCH CIVIL,	201.00	MIRCHA	Linker	Borret	Manife
11/2014	1911-004104617201415M	AURANGABAD BENCH CIVIL	305.00	IVI-BOM	Unknown	Repeat	verity
/11/2014	MH004104538201415M	AURANGABAD	302.00	M-BOM	Unknown	Repeat	Verify
/11/2014	MH004103299201415M	AURANGABAD BENCH CIVIL, AURANGABAD	301.00	M-SBH	Unknown	Repeat	Verify
/11/2014	MH004103213201415M	AURANGABAD BENCH CIVIL, AURANGABAD	300.00	M-SBI	Unknown	Repeat	Verify
/11/2014	MH004102014201415M	AURANGABAD BENCH CIVIL,	400.00	M-PNB	Successful	Repeat	Verify
/11/2014	MH004101874201415M	AURANGABAD BENCH CIVIL,	300.00	м-вом	Unknown	Repeat	Verify
(11/2014	MH0041018152014151	AURANGABAD AURANGABAD BENCH CIVIL,	200.00	MIRONA	Unknown	Report	Verify
11/2014	WH004101816201415M	AURANGABAD BENCH CIVIL	300.00	IMI-BOM	Unknown	Repeat	verity
/11/2014	MH004101615201415M	AURANGABAD	300.00	M-SBH	Unknown	Repeat	Verify
/11/2014	MH004101517201415M	AURANGABAD BENCH CIVIL, AURANGABAD	300.00	M-PNB	Successful	Repeat	Verify
/11/2014	MH004038801201415E	AURANGABAD BENCH CIVIL, AURANGABAD	23.00	O-VJB	Unknown	Repeat	Verify
CKHERE	TO HIDE YOUR TRANSA	CTIONS		, 1			

Click on Repeat link to make payment with the same details as filled in previous transaction You can see already filled form in fig C.3

Fig C.3

ser : dummy Last Logir	1 : 23/11/2014 11:18		Home Make New Payment	Repeat Payment Challan His	tory Change Password Logo
Department Details					
Department *	Inspector General Of Registratio	n	Payment Type *	Non-Judicial Customer-D	irect Payment
District *	PUNE		Office Name *	BMT_BARAMATI SUB RE	GISTRAR
Scheme Name *	Non-Judicial Customer-Direct Pa	yment			
Period Year *	2014-2015 • S	elect Period	•		
Artical Code *	25.2				
Account Details					
	Scheme Name			Amount	
0030046401	Sale of NonJud	licial Stamp		₹)
	Total Amount			₹	
	Note : This Challan ca	n be used in all t	he Sub Registrar offices in Sam	e Jurisdiction PUNE	
Payee Details					
Department Tax ID 💡			PAN		
Name*	vandana				
Survey/ GAT/CTS No.*	111		Area (Sq.M/Hec.) *	100	
Locality & City*	pune		PIN	111111	
Mobile No.					
Second Party Name *	test				
Consideration Amount			PAN No. of Second Party		
Payment Details					
Payment Mode	e-Payment O Payment	t Across Bank Co	unter (Cash/Cheque)		
Select Bank *	Select Bank			•	
mage Text	583848	\$	Input Image Text*		
	1		I	Fields mark	ed with (*) are mandatory

D. Challan History (Search Challan)

• To view Challan history Select Challan History tab.

← → C fi	Directorate of A	ccounts and Treas	uries [IN] https://gras.	.mahakosh.g	ov.in/challan/views/fr	mChallanPaidH	liston 🖒 🔄 🥥 🗉
							Back To Home
ØG	₹ AS ‱	ernment Recei	pt Accounting Syst	em	Virtual Treasu Finance Depart	ry, Directorate of t tment, Governmen	Accounts & Treasuries, at of Maharashtra, India
User : dummy	Last Login : 23/11/20)14 11:18	Home	Make New Pay	rment Repeat Payment	Challan History Ch	nange Password Logout
	·		1		[[
From Date *	15/12/2014	To Date*	15/12/2014	Pay Type*	SELECT PAY TYPE	▼ Tax Id	•
Status	{SELECT STATUS}	From Amount		To Amount		Show)
Home About GF	RAS Disclaimer Siten ned & Developed By Na © 2009-2014. Director	nap Contact Us ational Informatics Co ate of Accounts & Tro	e nter , Pune. easuries, Maharashtra.			For any q Server : 39	ueries, please contact at vto@mahakosh.in Updated on 23 Nov 2014

- User is able to check the number of Challan created Period wise, Department wise,
- Pay-Type wise, Status wise, amount wise and Tax ID wise using this option.
- Select From Date and To Date as per the requirement with the help of given calendar.
- Select Pay Type from the list.
- Select Tax ID from the drop down list, user can see the number of Challan made for
- that particular tax ID.
- Select Status of the challan from the list.
- Enter amount range of the payment in From Amount and To Amount fields.
- Select Show option, user gets the history of all previous transactions as per the
- selection of date and Pay Type.

Fig D.1

Us	er : dummy	Last Login : 23/11/2014 :	11:18	Hom	e Make New Pay	ment Repeat Payment	Challan History	Change Pass	word Logo
Fro	m Date *	15/12/2014 To	Date* 16/12/2	2014	Pay Type*	E-PAYMENT	▼ Tax Id		•
Sta	tus	{SELECT STATUS}	om Amount		To Amount		Show		
				Challan	Details				
Sr. No	Date	GRN	Bank ID	Bank Name		Office	Amount(Rs)	Status	Paymen verificati with bar
1	15/12/2014	MH004474239201415E	00040572014121567	7122 SBI	BMT_BARAMAT	I SUB REGISTRAR	1.00	Verified	-
2	15/12/2014	MH004470933201415E	-	SBI	BMT_BARAMAT	I SUB REGISTRAR	1.00	Unknown	Verify
3	15/12/2014	MH004470099201415E	-	SBI	ABN_AMBEGAO	N SUB REGISTRAR	1.00	Unknown	<u>Verify</u>
irst	<< 1 >> La:	st]		

Click on GRN, user can view the Challan refer (Fig B.17)

E. Change Password

User : dummy	Last Login : 23/11/2014 11:18	Home Make New Payment Repeat Payment Challan Histo	Change Password Logo
		PLEASE PROVIDE LOGIN DETAILS	Change Pa
lser Name *		Jummy	
assword *			
nter New Passw	ord *	Password field should have atleast one special character, one digit Uppercase letter. Minimum 8 Characters are requird.	and
onfirm Passwor	d *		
		Change Password Reset	
		* fields	are compulsory

To change the existing password

Fig E.1

- Select Change Password tab. User gets the above screen to change the password.
- Enter User Name in the given field.
- Enter current password in the Password field.
- User enters New Password in the given field.
- User enters the same new password in the Confirm Password field.
- After entering all the fields' user selects Change Password option to update new password. User can select Reset option to re-enter the fields.
- User's new password is updated and user can login the system with new password.

F. 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.