

**User Manual**

**Unregistered User  
Module**

**(Version 2.0)**

**GRAS**

**(Government Receipt Accounting System)**

**Directorate of Accounts and Treasuries  
Finance Department,  
Government of Maharashtra**

**December 2014**

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## 1.1 Purpose

The purpose of this document is to provide complete details about the module “Payment without Registration for Manual Payment”. It will help the user to make payment of Government taxes and non-taxes. User those who don't have Internet banking account they can use “**Payment Across Bank Counter (Cash/Cheque)**”

## 1.2 Audience

The target audience is unregistered user/ Guest user. This module has been developed taking into consideration the requirement of the user.

### Basic requirements for Manual - payment

- ♣ Internet Connection.
- ♣ User should have minimum knowledge of using browser for Manual payment.

## 2. Getting Started

Fig2.1

**GRAS Government Receipt Accounting System**  
Virtual Treasury, Directorate of Accounts & Treasuries,  
Finance Department, Government of Maharashtra, India

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**Users Login**  
User Name:   
Password:   
**Login**  
[Forgot Password](#)

**New User Registration**  
Useful to keep track on history of transactions, 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.

**Sales Tax**  
Use this link for Maharashtra Sales Tax Payment.

**Available Banks in GRAS**

**Available Banks for eSBTR**

**Available Departments in GRAS**

**Information About GRAS**  
Finance Department (FD), Government of Maharashtra, 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 Maharashtra. The acceptance of on-line payment of Maharashtra 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**  
**Co-operation, Marketing And Textiles Department (Mantralaya)**  

- Pay Repayment of Hossing Loan in the form of e-Challan.
- Pay Deemed Conveyance Fees in the form of e-Challan.
- Pay Payment of Housing Loan Interest in the form of e-Challan.

**GRAS Receipt Graph**

**User Guide** | **GRAS Circular & Related GR** | **Download Links**  

- How to pay without Registration : e-Payment
- How to pay without Registration : Across Bank Counter Payment
- How to Search & verify Challan : Unregistered users
- How to Pay with Registered User : e-Payment
- How to Pay with Registered User : Across Bank Counter Payment
- How to Search & verify Challan : Registered users

Maharashtra.gov.in | Official Website of Government of Maharashtra | 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

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Banks Available In GRAS						
Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash/Cheque)	eSBTR	Contact No.
1	IDBI BANK	✓	✗	✓	Branch List ✓ eSBTR	---
2	Punjab National Bank	✓	✗	✓	Branch List ✓ eSBTR	---
3	भारतीय स्टेट बैंक State Bank of India	✓	✓	✓	All Branches ✗	---
4	स्टेट बैंक ऑफ हैदराबाद State Bank of Hyderabad	✓	✗	✓	Aurangabad High Court ✗	---
5	स्टेट बैंक ऑफ पटियाला State Bank of Patiala	✓	✗	✗	✗	---
6	Andhra Bank	✓	✗	✓	Nagpur High Court ✗	---
7	बैंक ऑफ बरोडा Bank of Baroda	✓	✗	✗	✗	---
8	बैंक ऑफ इंडिया Bank of India	✓	✗	✗	✗	---
9	बैंक ऑफ महाराष्ट्र Bank of Maharashtra	✓	✗	✓	All Branches ✓ eSBTR	---
10	Canara Bank	✓	✗	✗	✓ eSBTR	Direct : 080-25587437 TOLLFREE number : 18004250081
11	सेंट्रल बैंक ऑफ इंडिया Central Bank of India	✓	✗	✗	✗	--
12	Cooperative Bank	✓	✗	✗	✗	---
13	देना बँक DENA BANK	✓	✗	✗	✗	---
14	इंडियन बैंक Indian Bank	✓	✗	✗	✗	---
15	इंडियन ओवर्सीस बैंक Indian Overseas Bank	✓	✗	✗	✗	---
16	Union Bank of India	✓	✗	✗	✗	---
17	VIJAYA BANK	✓	✗	✗	✗	---

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Finance Department, Government of Maharashtra, India*
[Make Payment](#) [Logout](#)
**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 *	2014-2015	Select Period	
Form ID	Select		

**Account Details**

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

**Payee 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 Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque)		
Select Bank *	Select Bank		
Image Text		Input Image Text*	<input type="text"/>

Fields marked with (\*) are mandatory

[Submit](#) [Reset](#)


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

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**Department Details**

Department *	Inspector General Of Registration	Payment Type *	Registration Fees
District *	PUNE	Office Name *	ABN_AMBEGAON SUB REGISTRAR
Scheme Name *	Ordinary Collections IGR		
Period Year *	2014-2015	Annual	
Form ID	25.1		


**Account Details**

Scheme Name	Amount
0030063301 Amount of Tax	₹ 300
<b>Total Amount</b>	<b>₹ 300.00</b>

**Payee Details**

Department Tax ID	aa	PAN	
Name *	test		
Survey/ GAT/CTS No. *	123	Area (Sq.M/Hec.) *	11
Area/City	Locality & City *		PIN
	pune		111111
Mobile No.			
Second Party Name *	test		
Consideration Amount		PAN No. of Second Party	

**Payment Details**

Payment Mode	<input type="radio"/> e-Payment <input checked="" type="radio"/> Payment Across Bank Counter (Cash/Cheque)		
Select Bank *	STATE BANK OF INDIA		
Image Text		Input Image Text *	543433

Fields marked with (\*) are mandatory

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## 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

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**DRAFT CHALLAN**  
MTR FORM NUMBER - 6

GRN	To Be Generated	BARCODE	To Be Generated	Date	12/12/2014	Article Code	25.1
<b>Department</b> Inspector General Of Registration <b>Type of Payment</b> Registration Fees/Ordinary Collections IGR <b>Office Name</b> ABN_AMBEGAON SUB REGISTRAR <b>Location</b> PUNE <b>Year</b> 2014-2015 Annual From 01/04/2014 To 31/03/2015				<b>Payer Details</b> Tax-Id aa PAN No (If Applicable) Full Name test Flat/Block No,Primises/Bldg 123 Road/Street, Area/Locality 11 Town/City/District pune PIN 111111 Mobile No. Remarks PAN2=~PN=test~CA= Amount in Words Three Hundred Rupees Only			
<b>Account Head Detail</b> 0030063301 Amount of Tax				<b>Amount in Rs</b> 300			
<b>Total Amount</b>				300.00			
<b>Payment Details</b>							
<b>Payment Mode Selected</b>				Across The Bank Counter Payment			
<b>Bank Selected</b>				STATE BANK OF INDIA			
<b>Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today</b>							
Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.							
<a href="#">Proceed</a>				<a href="#">Cancel</a>			

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5. Select '**Save Challan**' option; user gets the message to continue the process of the payment. User can '**Cancel**' option to cancel the form. User gets previous screen to re – enter the challan details i.e.( fig 3.1)
6. The message screen is displayed (fig 3.3).

Fig 3.3


The page at https://gras.mahakosh.gov.in says:

All The Information Entered Is Found Correct In The Draft.  
I Want To Proceed For Across The Bank Counter Payment  
Payment Using STATE BANK OF INDIA.

OK Cancel

GRN	To Be Generated	BARCODE
<b>Department</b> Inspector General Of Registration		
<b>Type of Payment</b> Registration Fees/Ordinary Collection		
<b>Office Name</b> ABN_AMBEGAON SUB REGISTRAR		
<b>Location</b> PUNE		
<b>Year</b> 2014-2015 Annual From 01/04/2014		
<b>Account Head Detail</b>		
0030063301	Amount of Tax	300
<b>Total Amount</b>		300.00
<b>Payment Details</b>		
<b>Payment Mode Selected</b>		Across The Bank Counter Payment
<b>Bank Selected</b>		STATE BANK OF INDIA
<b>Note: Please Note, This Counter Payment Challan Will Be Accepted In Banks Within 7 (Seven) Days From Today</b>		
<b>Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.</b>		
		Proceed Cancel

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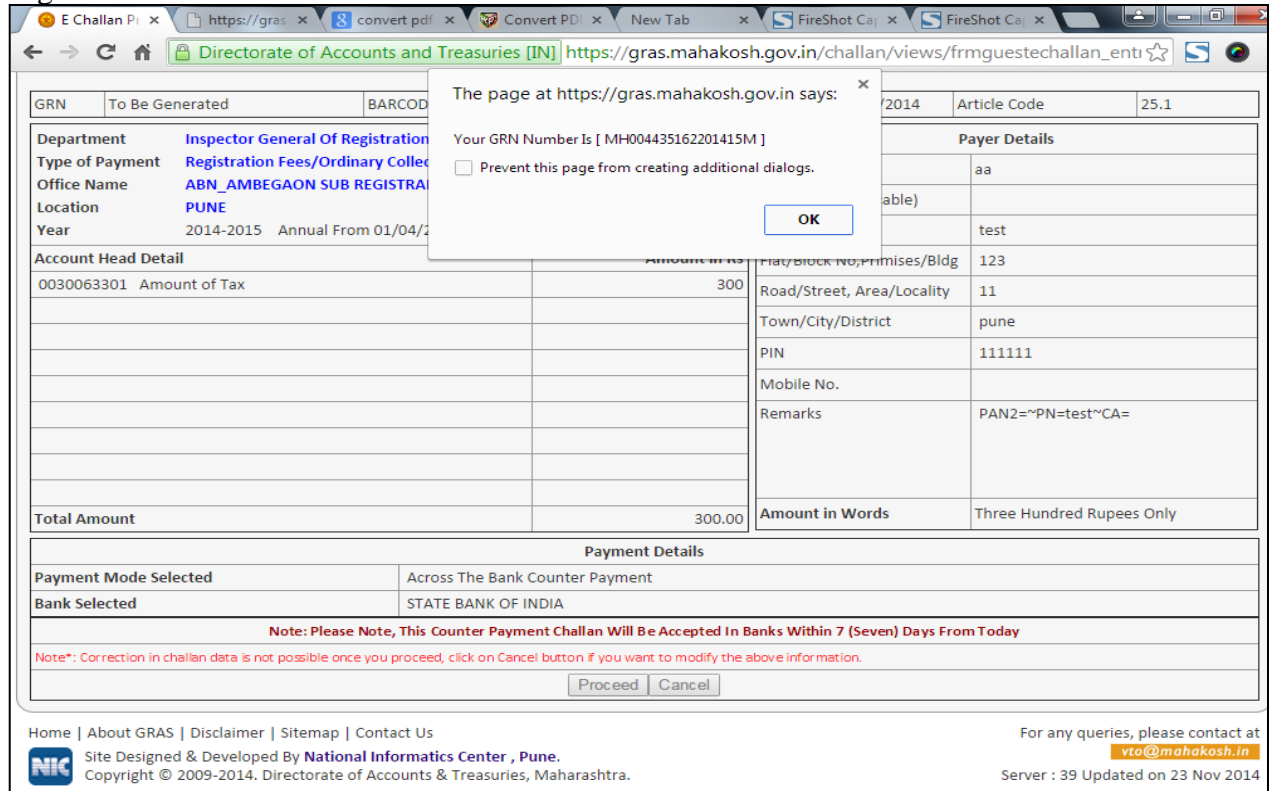
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7. User selects **Ok** option. The system generates **GRN Number** (Government Reference number). The following screen is displayed (fig 3.4).


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

Fig 3.4



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

Fig 3.5

<b>State Bank Collect</b>		Pre Acknowledgement 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. : <b>CP12217788</b>				Cash Notes	Amount	Rs Paise
Beneficiary	MAHARASHTRA GOVT (GRAS)			1000 x		
GRN	MH004435162201415M			500 x		
Full Name	test			100 x		
Amount	300 Three Hundred Rupees Only			50 x		
				20 x		
Cheque/DD No.				10 x		
Cheque/DD Date						
Drawee Bank						
Drawee Branch				Total Rs		
Branch Stamp				Signature of Depositor		
-----Cut Here-----Cut Here-----Cut Here-----						
CHALLAN MTR Form Number-6						
GRN	MH 00 <b>4435162</b> 201415M	BARCODE		Date	12/12/2014-13:20:26	Form ID 25.1
Department	Inspector General Of Registration			Payer Details		
Type of Payment	Registration Fees			TAX ID (If Any)	aa	
				PAN No.(If Applicable)		
Office Name	ABN_AMBEGAON SUB REGISTRAR			Full Name	test	
Location	PUNE			Flat/Block no,	123	
Year	2014-2015 Annual From 01/04/2014 To 31/03/2015			Premises/Bldg		
Account Head Details		Amount in Rs.		Road/Street	11	
0030063301	Amount of Tax	300.00		Area/Locality	pune	
				Town/City/District		
				PIN	1	1 1 1 1 1 1
				REMARKS	PAN2--PN=test-CA= (If Any) <b>Make payment at any branch of STATE BANK OF INDIA Before 19/12/2014</b>	
Total		300.00				
Amount In Words	Three Hundred Rupees Only					
Payment Details	STATE BANK OF INDIA			FOR USE IN RECEIVING BANK		
Cheque-DD Details		Bank CIN	REF No.	CP12217788		
Cheque/DD No.			Date			
Name of Bank			Bank-Branch	STATE BANK OF INDIA		
Name of Branch			Scroll No. ,Date			
Mobile No. : Not Available						

9. Validity of challan is for 8days to be submitted at respective bank.
10. If user fail to submit challan within valid period then user need to create new challan for same.
11. Please Note the **Remark cell** to know **validity date and bank name** where challan is accepted.
12. Bank copy is at bottom of challan print.
13. On the HOME PAGE of GRAS site fig 2.1 .Please see the list of Bank and there branches available, where manual payment can be made.

## 4. Search Challan


- This option is used to search challan and get the print of challan **Only for Unregistered user**
- To search the challan click on “**Search Challan**” Option, user will get screen(fig4.1)

Fig4.1


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

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

Department *	Inspector General Of Registration		
District/Treasury *	Pune	Bank *	STATE BANK OF INDIA
Amount *	1	GRN	MH004398988201415E
CIN		Bank PRN (Reference No.)	
<b>Note :-</b> Please enter either GRN or Bank CIN or Bank Payment Reference No.			
Image Text			Input Image Text *
			978312

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

### Process:

- ♣ **Department-** Select **Department** printed on challan from the dropdown list.
- ♣ **District/Treasury** - Select the **District/Treasury** printed on challan from the dropdown list.
- ♣ **Bank** – Select **Bank** printed on challan from the dropdown list.
- ♣ **Amount** – Enter the **Amount** of challan.

**GRN No: User** must know the GRN *Government* Reference Number (GRN) generated on the Challan to uniquely identify the payment to be made by the user. (18 **digit GRN generated is properly noted and saved**)

- ♣ Click on “**Search Button**” to get the details of challan. User will get screen (fig4.2)



Fig 4.2(Search Challan)

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

Department *	Inspector General Of Registration		
District/Treasury *	PUNE	Bank *	STATE BANK OF INDIA
Amount *	300	GRN	MH004435162201415M
CIN		Bank PRN (Reference No.)	

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

Image Text: 138498  Input Image Text \*

[Search](#)

GRN	Party Name	Amount	Payment verification with bank
MH004435162201415M	test	300.00	<a href="#">Verify</a>

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
- ♣ Incase if CIN not update or validity of challan (i.e. 8-days) expire then user will not be able to view Challan Print. Same challan need to be regenerate again.
- ♣ In case of successful payment and bank CIN not updated on GRAS site. Please update the bank CIN by clicking on **‘verify’** link.

## 5. Logout

When the user completes the work user should logout immediately to free the resources with the central server. The system displays the home page.