Pay Without Registration
User Manual

(Version 1.0)

GRAS
(Government Receipt Accounting System)

Department of Finance, Government of Assam

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1. Overview

1.1. Purpose
The purpose of this document is to provide complete details of the module “Payment without Registration” on E-GRAS to users. This manual will help users who are not registered in e-GRAS to use it for paying their dues (tax and non-tax) to the government online. E-GRAS facilitates the filling of the Challan electronically (e-Challan) on e-GRAS website¹ and making online payment using the participating Banks’ Internet Banking Facility.

1.2. Audience
The target audience is unregistered user/Guest user. This manual has been developed taking into consideration the requirements of the user.

1.3. Mode of Payment
- **E-Payment**: This mode is used to make direct payment to the Government using the Banks’ Internet payment facility.
- **Manual Payment**: This mode is used to get printed challan and make payment manually by cash or cheque at agency bank in the traditional way.
- **SBI ePayment Gateway**: Allows user to make payment from several State and Private Banks and cards. *This option involves payment charges to be borne by user.*

1.4. Basic requirements for E-payment and Manual Payment
- Internet Connection.
- User should have minimum knowledge of using browser for e-payment and manual payment.
- User should have Internet enabled banking account for e-payment.

1.5. E-payment and manual payment
- E-Payment is an online method of payment of Government taxes and non-tax payments.
- Manual payment is the traditional payment method of visiting a physical touchpoint to conduct transactions. The user can make the payment by cash or cheque through banks.
- In e-payment, a user gets an immediate receipt for the tax or non – tax payment made to the Government.
- In manual payment, a user takes the print of the entered challan and goes to bank to deposit the challan payment.
- User is required to have an Internet enabled banking account with any of the participating banks where as in manual payment Internet enabled banking is not required. User can make the payment in any government authorized bank by cash or cheque.

¹ https://assamegras.gov.in/
2. Getting Started

This manual is meant for the users who wants to use the online payment system without registration. It is ideal for users who expect to make a one time on GRAS or use it rarely. However, it is recommended to get registered to avail benefits of a registered user.
The user has to browse to the portal and select the **Pay without Registration** option given in the index menu. After selecting this option user gets the following screen for Challan payment.

### 2.1. **Pay without Registration Form**

The User has to fill the form captured below in order to make payment using the GRAS without registration.

![Pay without Registration Form](image)

**Figure 2: Pay without Registration Form (1)**

**Screen Details:**

1. **Make Payment**: This allows the user to make a payment without registering on the GRAS website.
2. **Home**: Allows the user to go back to the Assam E-GRAS landing page and index menu.
3. **Contact Information**: Contact information of the user.
4. **Personal Information**: Personal information of the user.
5. **Save Button**: To save the registration form.
6. **Reset Button**: To clear the form and to re-enter the registration form.
7. **Home Button**: To redirect user to landing page.
8. [ ] : Field box to enter text.

9. [ ] : Drop down list to select relevant option for the following fields:
   a. Select Department
   b. Payment Type
   c. District
   d. Office Name
   e. Scheme Name
   f. Period Year
   g. Form ID
   h. Select Bank
3. Filling the online Payment Form

Figure 3: Filling the Registration Form

Figure 4: Pay without Registration Form (2)

Department Details

Account Details

Payer Details

Payment Details

Submit Button

Reset Button
**Details:**
The screen is divided in sections viz. **Department Details, Account Details, Payer Details and Payment Details**.

1. **Department Details**: Details of the Department to which the payment is to be made.
2. **Account Details**: Based on the scheme selected in “Department Details”, enter the amount to be paid.
3. **Payer Details**: Details of the User.
4. **Payment Details**: Details of the mode of payment selected by the user.
5. **Submit Button**: To save the registration form.
6. **Reset Button**: To clear the form and to re-enter the registration form.
7. **Home Button**: To redirect user to landing page.
8. ☐ : Field box to enter text.
9. ☟ : Drop down list to select relevant option for the following fields:
   a. Select Department
   b. Payment Type
   c. District
   d. Office Name
   e. Scheme Name
   f. Period Year
   g. Form ID
   h. Select Bank
3.1. Department Details

1. **Department**: Select **Department** from the list. On the selection of the Department respective department list is populated.

2. **Type of payment**: Select the **Payment Type** from the list.

3. **District**: Select the **District** from the list where the user wants to make payment.

4. **Office Name**: Select the **Office Name** from the list related to the above selected location.

5. **Scheme Name**: Select the **Scheme Name** from the drop down list

6. **Period Year**: Select the period for which payment is to be made

7. **Form ID**: Select the **Form ID** for the payment from the drop down list

Note: [*] sign indicates that field is mandatory to Enter/Select.
3.2. Account Details

Figure 6: Account Details

1. **Account Details** - Selected Scheme Name appears here. User has to input total amount to be paid under the displayed scheme/receipt head.

3.3. Payer Details

Figure 7: Payer Details

1. **Department Tax ID** - Input User's Department Tax ID (alphanumeric) here
2. **PAN**- Input PAN number  
3. **Name**- Input user's **Full Name** here  
4. **Block No/Premises**- Input first line of address here  
5. **Locality/Road**- Input second line of address here  
6. **Area/City**- Input area of residence/establishment  
7. **PIN**- Insert area PIN here  
8. **Mobile No**- Input registered mobile number here  
9. **Remarks**- Insert remarks (if any)  

Note: [*] sign indicates that field is mandatory to Enter/Select.

### 3.4. Payment Details

- **e-Payment**
- **Payment Across Bank Counter**
- **SBI epay Payment Gateway**

**Figure 8: Payment Details**

1. **Payment Mode**- Select payment Mode from the options provided:  
   - **e-Payment**: User pays tax amount via State Bank of India/GRAS Bank net banking  
   - **Payment Across Bank Counter (Cash/Cheque)**: User pays tax amount manually over the counter  
   - **SBI epay Payment Gateway**: Allows user to choose to make payment from several State and Private Banks and cards. *This option involves payment charges to be borne by user.*
2. **Image Text** - User to input captcha text
3. **Submit** - Click this button to submit form to complete payment
4. **Reset** - Allows user to reset form and enter details afresh

Note: [*] sign indicates that field is mandatory to Enter/Select.
4. Make Payments

4.1. E-Payment

1. After filling the Payment Form, select the e-Payment radio button on the payment details section

2. Payment Mode- Select payment Mode from the options provided:
   - e-Payment: User pays tax amount via State Bank of India/GRAS Bank net banking

3. Select Bank- Select Bank from the options provided for Netbanking transfer (At the moment, the default Banks are SBI/GRAS Bank)

4. Image Text- User to input captcha text

5. Submit- Click this button to submit form to complete payment

6. Reset- Allows user to reset form and enter details afresh

Note: [*] sign indicates that field is mandatory to Enter/Select.

7. Upon selecting Submit, user is directed to view their Draft Challan displayed below
Figure 10: E-Payment: Draft Challan

8. Upon reviewing challan, User to select:
   - **Agree**: If the given details are correct
   - **Disagree**: If details are to be amended

9. User to click **Proceed** if details are correct
10. User to **Cancel** if details are to be amended
11. Upon clicking **Agree** and **Proceed** the following screen is displayed
12. The User receives GRN Number

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

13. User is directed to SBI Netbanking gateway as displayed below

14. User may **Login** or **Reset** portal if they wish to input different login credentials
15. Upon logging in, user sees the screen shown below

Figure 12: SBI NetBanking Login Page
16. User may click **Confirm** to go ahead with the transaction or **Reset** to Logout
17. User may also click the link at the bottom of the page if they wish to terminate the payment
18. Upon clicking **Confirm**, User is directed to a confirmation message
19. **User is then redirected to Assam GRAS page which displays full and final challan.**

### 4.2. SBI e-Pay Payment Gateway

1. After filling the **Payment Form**, select the SBI e-Pay Payment Gateway radio button on the payment details section

   ![SBI e-Pay Payment Gateway](image)

2. **Payment Mode** - Select payment Mode from the options provided:
   - **SBI ePayment Gateway**: Allows user to choose to make payment from several State and Private Banks and cards. *This option involves payment charges to be borne by user.*

3. **Image Text** - User to input captcha text

4. **Submit** - Click this button to submit form to complete payment

5. **Reset** - Allows user to reset form and enter details afresh

Note: [*] sign indicates that field is mandatory to Enter/Select.

6. Upon selecting **Submit**, user is directed to view their **Draft Challan** displayed below

**Comment [AS1]:** Screenshot unavailable as after payment we were redirected to an error (blank) page and not to the final challan as expected.
7. Upon reviewing challan, User to select:
   - **Agree**: If the given details are correct
   - **Disagree**: If details are to be amended

8. User to click **Proceed** if details are correct
9. User to **Cancel** if details are to be amended
10. Upon clicking **Agree** and **Proceed** the following screen is displayed
11. The User receives GRN Number

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Accounts and Treasuries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Payment</td>
<td>Judicial Stamps/Court Fees realised in stamps</td>
</tr>
<tr>
<td>Office Name</td>
<td>D.No. BAKSA FEDERATION</td>
</tr>
<tr>
<td>Location</td>
<td>Baksa</td>
</tr>
<tr>
<td>Year</td>
<td>2018-2019 Half Yearly From 01/04/2018 To 30/09/2018</td>
</tr>
</tbody>
</table>

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

**Figure 17: SBI ePay Payment Gateway: GRN Number**

12. The User is allowed to choose from a range of payments as displayed below including POS, Cash, NEFT/RTGS, Mobile Payments, Net Banking, UPI, Debit Card, Credit Card, Wallet and PayPal.

13. For any select payment mode, user is allowed to choose bank and input necessary payment details.
14. Upon providing payment details, the user is given a transaction summary as displayed below:
15. The user is allowed to confirm payment by clicking **Pay Now**
16. User may click **Cancel** if they wish to terminate payment
17. Upon clicking **Pay Now**, User receives their **Challan** as displayed below
Figure 20: SBI ePay Payment Gateway Payment Challan
4.3. Manual Payments

1. After filling the Payment Form, select the Payment Across Bank Counter (Cash/Cheque) radio button on the payment details section

![Payment Across Bank Counter (Cash/Cheque)](image)

Payment Details

<table>
<thead>
<tr>
<th>Payment Mode</th>
<th>e-Payment</th>
<th>Payment Across Bank Counter (Cash/Cheque)</th>
<th>STL/Other Payment Gateway (Customer Charges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Bank</td>
<td>STATE BANK OF INDIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Image Text</td>
<td>Gd134z</td>
<td>Input Image Text*</td>
<td>Gd134z</td>
</tr>
</tbody>
</table>

Fields marked with [*] are mandatory

Figure 21: Manual Payments

2. **Payment Mode**: Select payment Mode from the options provided:
   - **Payment Across Bank Counter (Cash/Cheque)**: User pays the amount at a physical touchpoint after getting the draft challan online

3. **Select Bank**: Select Bank from the options provided for Netbanking transfer (At the moment, the default Bank is SBI)

4. **Image Text**: User to input captcha text

5. **Submit**: Click this button to submit form to complete payment

6. **Reset**: Allows user to reset form and enter details afresh

Note: [*] sign indicates that field is mandatory to Enter/Select.

7. Upon selecting **Submit**, user is directed to view their **Draft Challan** displayed below
Figure 22: Manual Payment: Draft Challan

8. Upon reviewing challan, User to select:
   - **Agree**: If the given details are correct
   - **Disagree**: If details are to be amended

9. User to click **Proceed** if details are correct
10. User to **Cancel** if details are to be amended
11. Upon clicking **Agree** and **Proceed** the following screen is displayed
12. The User receives GRN Number

Note: **Government Reference Number (GRN)** is a Unique System Generated Number on the Challan to identify the challan made by the user on the system. GRN should be quoted for any further enquiry regarding the Challan payment issues. Therefore, user must ensure that the 18 digit GRN generated is properly noted and saved.
Figure 23: GRN Generation

13. **User then selects “OK”, to print draft challan and make payment across bank counter.**

**Logout**

When user session is over, click on “Logout” button to destroy the session. This is required due to security reasons.

Comment [AS2]: User is however redirected to SBI epayment login page. This is not supposed to happen. Please refer to shared list of observations for details.