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1. **Purpose**

The purpose of this document is to provide complete details on *Registration of New Users* on e-GRAS website. E-GRAS provides facility to make electronic transactions for the online payment of Tax and Non Tax Revenue across Assam. The application facilitates the filling of the Challan electronically (e-Challan) on e-GRAS website\(^1\) and making online payment using the participating Banks’ Internet Banking Facility. By reading this document, new users can get well versed with the e-GRAS application and make better use of the module. A few of the pointers on e-GRAS application are presented below.

- This is a 24 X 7 facility 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 or through traditional manual payments facility.
- 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 avoid entering personal data repeatedly and hence saves on time.
- Facility for viewing and storing historical records of payments and re-viewing / re-printing the challan at any time.
- Facility to generate blank printed challan and customized challan, which can be manually paid in Banks by Cash/Cheque by the traditional manual payment system.

---

\(^1\) https://assamegras.gov.in/
2. Overview

2.1. Audience
The target audience addressed in this manual is the Registered User. This module has been developed taking into consideration the requirements of a registered 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.

2.2. Mode of Payment
- **E-Payment**: It can be used to make direct payment to the Government using the Banks’ Internet payment facility.
- **Manual Payment**: It is used to get printed challan and make payment manually by cash or cheque at agency bank in the traditional way.
- **SBI e-Payment Gateway**: It is used to prepare tax or non-tax payment Challan electronically for any department and allowing user to make payment online or by cards using banks’ payment gateways. *This option involves payment charges to be borne by user.*

2.3. 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 making e-payment.

2.4. 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.
3. Getting Started

This manual is for the users who expect to use the system frequently and hence want to register online. The image above is a screenshot of the landing page of the Assam GRAS (https://assamegras.gov.in/). From here, the User is able to register on the system upon
selecting the ‘New User Registration’ tab on the homepage. Next steps for user registration are presented in the subsequent sections.

3.1. Registration Form

For registration, one has to fill the online form as captured below. After registration, user becomes a registered user can avail the benefits which comes with it.

Figure 2: New User Registration Form
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 redirect user to landing page.
6. : Field box to enter text.
7. : Drop down list to select relevant option for the following fields:
   a. **Select District**
   b. **Select Security Question**

### 3.2. Filling the Registration Form
Registration Details: Users who are expected to use the system frequently are able to register on the system. All the details related to ‘New User Registration’ are listed below.

Process:
1. Select New User Registration option from the index menu Categories.
2. New User Registration screen is displayed for user interaction.
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.
5. In the personal details user enters the fields given below-
   - **Username**: Users can create a username of their choice for future use and login to the system, which is not less than four (4) characters. Users are advised to select a username that is easy to remember for each time they wish to access their account on the GRAS. The system auto-checks the availability of the username provided and provides the appropriate alert. If the username provided has been taken, the user is prompted to choose another one, till the time a unique username has been created.
     *Note*: *username should be in the small letters.*

Figure 3: Filling the Registration Form
• **Password:** Appropriate password to login containing at least one Upper Case letter and one Special Character, not less than eight (8) characters. (User can create his own password for the login).

• **Re-enter Password:** Re-enter the same password for confirmation.

• **Security Question:** Security question is used in case users forget their username and/or password; to retrieve their account. User selects the question from the drop down list provided.

• **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. This is known as Captcha.

6. After entering Contact information and Personal details user selects ‘Save’ option to save the entered information. User can select Reset option to re-enter the registration form. On Reset, User gets blank form i.e. Fig 2. User can also select Home option to get home index screen i.e. Fig 1.

7. On selection of Save option, the user gets the following dialogue box on their screen:

```
assamegras.gov.in says
Account Created Successfully
Please log-in with your new User ID and password!
```

*Figure 4: Successful Registration of New User*

8. User gets the confirmation message of successful registration and account creation.


10. The screen is redirected to the Homepage index i.e. Fig 1, where the user inputs their username and password.

### 3.3. Signing In after registration

![Sign In Screen](image-url)

- **Username**
- **Password**
- **Login**
1. User enters defined **User Name** and **Password** in the given field.
2. After entering Username and Password, the user inputs the captcha text.
3. User selects **Login** option. User can select **Forgot Password** option to retrieve username and/or password if forgotten.
4. On selection of the **Login** option, user gets the following screen i.e. Fig 6

![Diagram](image_url)

*Figure 5: Signing In to GRAS as Registered User*
11. After registration, by default, the user views their personal details on the screen.
12. User clicks on the link to view the last 10 transactions made from the account.
13. Registered users get to access to the following facilities

- **Home tab**: From this tab, users can see and verify their personal details. They can also view their last 10 transactions made from their account, check the status of the Challan, and repeat the payment with minimal effort.
- **Make Payment tab**: To add more profiles for different department and various Tax IDs and locations.
- **Repeat Payment tab**: To repeat a payment of the same tax type.
- **Update 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.
- **Logout tab**: To logout from the user account.
4. Options for the Registered User

4.1. Home

Figure 7: Registered User Homepage/Dashboard

This is the home screen for the registered user. From here, the users can check their profile information and update the data such as “Mobile Number”, “Email ID”, address etc.
### 4.2. View Previous Transactions (10)

<table>
<thead>
<tr>
<th>Username</th>
<th>Last Login Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anika Sharma</td>
<td>08/05/2018 12:05</td>
</tr>
<tr>
<td>Bongaigaon</td>
<td>Guwahati</td>
</tr>
<tr>
<td>20A, Flat No 01</td>
<td>Room No 15</td>
</tr>
<tr>
<td><a href="mailto:asanna.dhama@gras.com">asanna.dhama@gras.com</a></td>
<td>Mobile Number</td>
</tr>
</tbody>
</table>

**GRAS**

**Government Receipt Accounting System**

Directorate of Accounts & Treasures,
Government of Assam, India

<table>
<thead>
<tr>
<th>Date</th>
<th>GRN Number</th>
<th>Office Location</th>
<th>Amount</th>
<th>Mode of Payment</th>
<th>Status</th>
<th>Repeat Payment</th>
<th>Payment Verification with Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>1.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>3.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>5.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>10.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>15.00</td>
<td>Cash</td>
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<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>20.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>25.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>30.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
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<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>35.00</td>
<td>Cash</td>
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<td>Yes</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>1228902899</td>
<td>ASSAM COMMISSIONER OF TAX</td>
<td>40.00</td>
<td>Cash</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Screen Details

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 (Government Reference number), Office Location (Selected office location for payment), Amount (Payment amount), and Mode of payment – Bank name (Mode of payment – O- for e-payment, M- for Manual payment or C- for customized challan and short name of the bank is selected for payment), 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
   - **Unknown**- for GRN whose data has not yet been received from 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

5. User clicks on the GRN on the same screen and get the **Challan in MTR Form Number-6**. User can print, Download or save the challan on the local machine

6. 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. The screen redirects to make payment function defined in **Figures 9, 10, 11**.
4.3. Make Payments

4.3.1. Payment Form

Use this form for making payments. The detailed steps are listed below.

1. Select 'Make Payment' tab. User gets the below screen.

2. **Department** - Select **Department** from the list. On the selection of the Department respective department list is populated.

3. **Type of payment** - Select the **Payment Type** from the list.

4. **District** - Select the **District** from the list where the user wants to make payment.

5. **Office Name** - Select the **Office Name** from the list related to the above selected location.

6. **Scheme Name** - Select the **Scheme Name** from the drop down list

7. **Period Year** - Select the period for which payment is to be made

8. **Form ID** - Select the **Form ID** for the payment from the drop down list

Note: [*] sign indicates that field is mandatory to Enter/Select.
9. **Account Details** - Selected Scheme Name appears here. User is to input total amount due to be paid under scheme
10. **Department Tax ID** - Input User’s Department Tax ID (alphanumeric) here
11. **PAN** - Input PAN number
12. **Name** - Input user's Full Name here
13. **Block No/Premises** - Input first line of address here
14. **Locality/Road** - Input second line of address here
15. **Area/City** - Input area of establishment
16. **PIN** - Insert area PIN here
17. **Mobile No** - Input registered mobile number here
18. **Remarks**- Insert remarks (if any)
Note: [*] sign indicates that field is mandatory to Enter/Select.

19. **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.*

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

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

22. **Reset**- Allows user to reset form and enter details afresh
Note: [*] sign indicates that field is mandatory to Enter/Select.

23. Upon Submission, the page redirects to the image shown below
4.3.2. **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.
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.

<table>
<thead>
<tr>
<th>GRN No.</th>
<th>To Be Generated</th>
<th>BARCODE</th>
<th>To Be Generated</th>
<th>Date</th>
<th>Form Id</th>
<th>Form 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Details**

- Tax Id: ABCD12345
- PAN No (if applicable): ABCDE12345
- Full Name: Aalia Sharma
- Flat/Block No/Prinices/Big: Rajst Karmal Path
- Road/Street, Area/Locality: Zee Time
- Town/City/District: Guwahati
- PIN: 781014
- Amount in Rs: 9999999999
- One Rupees Only

**Total Amount**

<table>
<thead>
<tr>
<th>GRN Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS00000000181018E</td>
</tr>
</tbody>
</table>

**Figure 14: GRN Number Generation**

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 15: SBI Netbanking Login Page**

Upon logging in, user sees the screen shown below.
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.
Figure 17: E-Payment: Confirmation of Payment

19. User is then redirected to Assam GRAS page, which displays full and final challan. [Comment AS1: Screenshot unavailable as after payment we were redirected to an error (blank) page and not to the final challan as expected. Please refer to the shared list of observations.]
4.3.3. **SBI e-Payment Gateway**

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

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.
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 click **Cancel** if details are to be amended
10. Upon clicking **Agree** and **Proceed** the following screen is displayed

---

**Figure 19: SBI ePay Payment Gateway: Draft Challan**

- **Figure**: A screenshot of the draft challan with details filled in.
- **Details**: The screenshot shows the draft challan form with options to agree or disagree.
- **Instructions**: The user is guided through the process of reviewing and selecting the correct action.

---

**Draft Challan**

<table>
<thead>
<tr>
<th>Account Head Detail</th>
<th>Amount In Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-01-00-0000-000</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Payment Details**

- **Payment Mode Selected**: SBI ePay Payment Gateway
- **Bank Selected**: SBI

---

**User i ashishsharma Login i 09/06/2018 11:38**

**GRAS**

**Government Receipt Accounting System**

**Draft Challan**

- **Draft Challan**: The draft challan form filled with details.

---

**User Login i 09/06/2018 11:38**

**GRAS**

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**User Login i 09/06/2018 11:38**

**GRAS**

**Government Receipt Accounting System**

**Draft Challan**

- **Draft Challan**: The draft challan form filled with details.
11. Upon reviewing challan, User to select:
   - **Agree**: If the given details are correct
   - **Disagree**: If details are to be amended

12. User to click **Proceed** if details are correct
13. User to **Cancel** if details are to be amended
14. Upon clicking **Agree** and **Proceed** the following screen is displayed
15. 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>DIST BAKSA (DEPARTMENT)</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>

<table>
<thead>
<tr>
<th>Account Head Detail</th>
<th>Amount in Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000-01-0000000000</td>
<td>Court Fees realised in stamps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment</th>
<th>Date</th>
<th>Form Id</th>
<th>form1</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/06/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Id</td>
</tr>
<tr>
<td>PAN No (If Applicable)</td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Fist Name/Primex/Bldg</td>
</tr>
<tr>
<td>Road/Street, Area/Locality</td>
</tr>
<tr>
<td>Town/City/Dist</td>
</tr>
<tr>
<td>PIN</td>
</tr>
<tr>
<td>FIN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>N/A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payment Mode Selected</th>
<th>Management Not Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Selected</td>
<td>STATE BANK OF INDIA</td>
</tr>
</tbody>
</table>

![message_from_webpage](image)

**Figure 20**: SBI ePay Payment Gateway: GRN Number

16. 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**.

17. For any select payment mode, user is allowed to choose bank and input necessary payment details
18. Upon providing payment details, the user is given a transaction summary as displayed below:
19. The user is allowed to confirm payment by clicking **Pay Now**
20. User may click **Cancel** if they wish to terminate payment
21. Upon clicking **Pay Now**, User receives their **Challan** as displayed below
Figure 23: Payment Challan
4.3.4. **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)

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

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

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

Registered user gets the facility to repeat previous transactions. Users should follow the following steps to make the payment.

1. User selects **Repeat Payment** tab on the Homepage

   ![Repeat Payment Tab](image)

   **Figure 27: Repeat Payment Tab**

2. User is directed to view **Last 50 Transactions** and click on the **Repeat** button to repeat the same transaction

   ![Repeat Payment Link](image)

   **Figure 28: Repeat Payment Link**

3. User is given a history of their previous transactions (up to **last 50**) from which they may click on **Repeat** to make the same transaction again.
Repeat Transaction Link

**Figure 29: Repeat Transaction Link**

1. User is redirected to page as seen in **Figures 9, 10, 11**.
2. User may repeat steps 2-21 of this section to complete transaction.
3. User may make **e-payment/SBI ePayment** or submit tax through **manual payments** as described in respective sections.
4.5. **Update Payee Profile**

This section is used to update the payee profile.

1. User to select the radio button **Update Profile** to make modifications to payee profile
2. User to enter **Word Verification**
3. After making changes, user to select **Update Profile** button at the bottom to save changes
4. Upon successful entering of details the following message is displayed

![Successful Account Update Dialogue Box](image-url)
5. User to re-login as instructed  
6. User’s profile is updated and saved on the database.

**To Update Security Question:**

1. User to select the radio button **Update Security Question** to select different security question  
2. Select **Security Question** from drop down provided  
3. Provide **Answer** to new security question  
4. User to enter **Word Verification**
5. After making changes, user to select **Update Security Question** button at the bottom to save changes

6. Upon successful entering of details the following message is displayed

![Success message](image)

*Figure 32: Successful Security Information Update*
4.6. **Challan History**

Figure 33: View Challan History

1. Select **Challan History** tab.
2. 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.
3. Select **From Date** and **To Date** as per the requirement with the help of given calendar.
4. Select **Pay Type** from the list.
5. Select **Tax ID** from the drop down list, user can see the number of Challan made for that particular tax ID.
6. Select **Status** of the challan from the list.
7. Enter amount range of the payment in **From Amount** and **To Amount** fields.
8. Select **Show** option, user gets the history of all previous transactions as per the selection of date and Pay Type.
9. Click on GRN, user can view the Challan in PDF format.

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

Figure 34: Change Password

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

Note: [*] sign indicates that field is mandatory to enter.
4.8. **Logout**

When the users completes the work, they should logout immediately to free the resources at the central server. After logout, the system displays the e-GRAS home page.