### 2012

# e-GRAS: Government Receipts Accounting System Application (User Manual)



Department of Finance

Government of Rajasthan

**USER MANUAL** 

**OF** 

**eGRAS** 

(E-Government Receipts Accounting System)

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### eGRAS: e-Government Receipts Accounting System

### 1.1 Introduction

e-GRAS is an online Government Receipts Accounting System. The departments which generate revenue for the Government are associated with eGRAS.

To participate in e-GRAS, one has to click on new user creation and requires to fill up their credentials. Once the login ID is generated then one is authorised to use eGRAS for all types of challan submission.

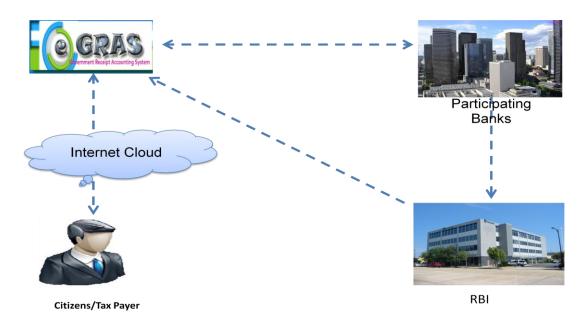
For one time transactions user can login by using user login from 'guest' and password 'guest'.

For easy and rapid processing one must create ones required profile that would help the user to enter challan details at the blink of an eye.

After submission of challan details, now website is transferred to selected bank website user can Use this site by using his internet facility. Bank will authenticate transaction and return to eGRAS port with transaction status.

One may take printout of challan in five copies in case of manual banking [with cheque/DD] and flow prevailing procedure.

Registered users have access to view history of transactions and also facility to take print of old transactions.





### 1.2 eGRAS Process

- I. For making any online payments / remittances, the remitter / payee may login into the GRAS website. He shall fill in the required details in order to prepare an e-Challan. A unique Identification No. i.e. Government Reference Number (GRN) shall be created for each and every transaction. He may have option to choose the mode of payment i.e. Electronic or Manual (Cash or Cheque **or DD**) to effect the payment.
- II. When the Electronic mode of payment is selected by the payee / remitter, he shall be directed to choose the Bank from where he wants to effect the payment. Once the bank is selected, he shall be directed to the selected banks website. The remitter / payee shall then login into the banks website using his Internet banking user ID and password. He shall then direct the payment to the e-Treasury, Government of Rajasthan account, which effects debit to his bank account and credit to the Government of Rajasthan Account. Again a separate unique identification number i.e. Bank Challan Identification Number (Bank CIN) is created at the bank website.
- III. The transaction shall affect debit to the remitter's/payee's bank account and credit to the Government Account opened with the Participating bank.
- IV. The printable copy of the e-Challan shall be generated with both the unique ids i.e. (GRN and CIN) at the banks website confirming the payment from the remitter's / payee's Account.
- V. The payee shall then be directed back to the GRAS website where his Challan shall be available to him with both the unique ids i.e. (GRN and CIN) once the payment is successful. The banks name, date of the transaction and bank CIN shall be instantly updated on the GRAS website. The scroll number shall be updated on the successful remittance of receipts to the RBI and confirmation of the data updated by the Participating bank by the e-Treasury on regular intervals as specified in this agreement.
- VI. Once the remitter / payee is directed and enters into the Participating banks website; the Participating bank shall be responsible for the transaction made by the payee from his bank account. The Participating bank shall be responsible to make good losses, if

any, to its customers on account of transaction charges, double payments, wrong credits / debits etc. In case of any disruption in the Internet network in between the government of Rajasthan website and the Participating bank's website, the bank shall make good, the data losses, if any; to the government on resuming the network connections.

- VII. Participating bank shall not in any way dispute the payment having been made once a "successful" transaction message is updated from Participating bank's server to the Government server.
- VIII. The funds collected so, in the Government account shall be remitted to Government's account with the Reserve Bank of India electronically or by RTGS as far as possible or as per the terms agreed upon mutually.

### IX. Fund transfer:

- a) The cut-off time for transactions in a day would be 8:00 PM. or as prescribed by RBI time to time for reporting e-payments pertaining to that day to RBI, e-payment received after that time shall be accounted on the next working day for reporting purposes and that RBI calendar would be followed for reckoning holidays.
- b) At every End of Day, Participating bank shall pool in all receipts of a particular day in the Government account.
- c) Participating bank shall remit every end of day's receipts preferably by RTGS/ or any other payment mechanism mode acceptable to the Reserve bank of India (RBI) into the Government account with the RBI. Participating bank shall at the same time send an electronic Scroll in the format defined by the Government from time to time; and a hard copy of the same to the E-Treasury Officer.
- d) In case, the Participating Bank has to revert any transaction on their end; only the reversions on account of double debits to the payee's account is permissible at the request of the payee; within the purview of the banking regulations in force from time to time. Such reversions are only possible till the time; the receipts are remitted to the RBI Government account. Once the funds are remitted

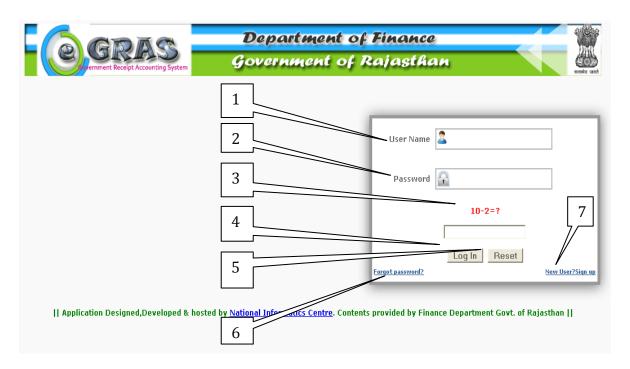
to the RBI; no reversal of transaction or any other adjustment entry to the effect shall be made at its end by the Participating Bank. The payee shall claim for the refunds as per the prevailing refund procedure of the State Government.

### 1.3 User Login

There are two types of login

- a) Non Registered User login
- b) Registered User login
  - a. Users
  - b. Treasury
  - c. Department

Insight of User Login screen



### 1- User Name

Enter user name. A username is a name that uniquely identifies someone on eGRAS portal.

### 2- Password

Enter the password. A password is used for authenticating a user on an eGRAS portal.

### 3- Capcha Code

Enter Capcha Code. It is interpreted by human and avoids any robotic access to websites.

### 4- Log In

Click Login, an authentication process that validates registered / non-registered user for further access to the eGRAS portal.

### 5- Reset

In order to change the entered information, click 'Reset'.

### 6- Forgot Password

In case, registered user does not remember his/her password.

### 7- New User Sign Up

Register with eGRAS portal.

### 1.3.1 Non Registered User

For non-registered user, login ID is 'guest' and password is also 'guest'. User submit challan after furnishing all required correct and genuine information including non-mandatory as much as possible, online or offline.

Draw backs / demerits

No access to past history

No printing after logout.

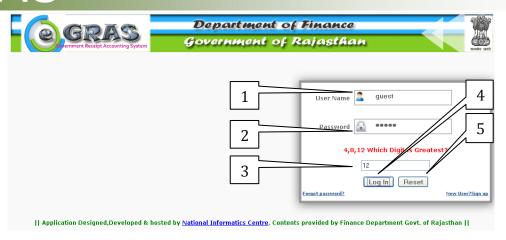
### 1.3.1.1 Login Form

1. User Name

guest

2. Password

guest



### 3. Capcha

Answer the question. This is used for security to avoid auto login process or programmed login process.

### 4. Log In

Click Login, an authentication process that validates user for further access to the eGRAS portal.

### 5. Reset

In order to change the entered information, click 'Reset'.

### 1.3.1.2 Guest Schema

Guest schema would be designed on each time when on guest login

### 1.3.1.2.1 Selection of Department



### 1. Department

You have to select the department for which payment to be made.

### 2. Back

If you click on Back button then you would reach on login page.

### 1.3.1.2.2 Select Budget Head



### 1. Department

Selected department name will display in the list.

### 2. >>

To add budget heads in schema click on >>.

### 3. <<

To remove budget heads in schema click on <<.

#### 4. Submit

After selecting budget heads click on **submit**.

### 5. **Reset**

To discard all selected budget heads click on **Reset**.

### 1.3.2 Registered user

For registered user, login ID and password are customised to the choice of user on availability with eGRAS portal. User creates their multiple profiles to cater challan form entries. After furnishing all required correct and genuine information including non-mandatory as much as possible, online or offline.



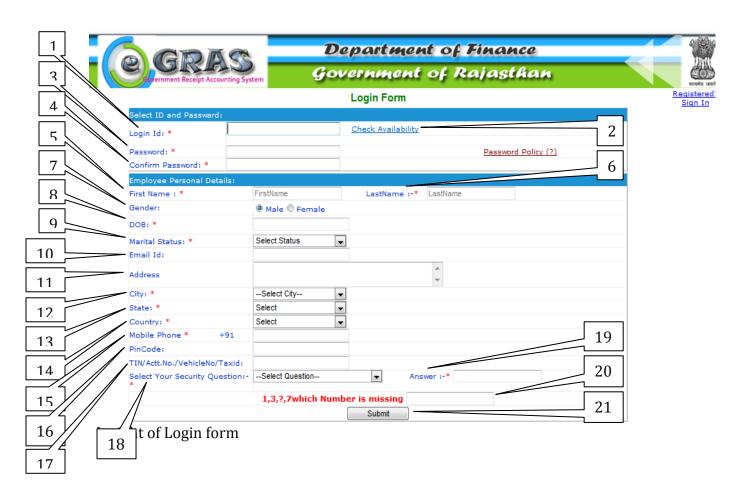
Benefits / merits

Access to past history

Print facility of past transactions after logout.

### 1.3.2.1 Login Form

To register with eGRAS portal one should submit ones credentials online using login form.



Every required information with a '\*' is to be entered mandatory with correct and reliable info.

### 1. Login Id

In this field you have to provide a unique id for login.

### 2. Check Availability

By clicking on this link, you can find whether the login id you have provided exists already.

#### 3. Password

In this field you have to provide a password. You have to choose the password with the following policies:

- Password should contain at least 6 characters.
- Password should contain at least one numeric digit.
- Password should contain at least one capital letter.
- Password should contain at least one special character from!@#\$\*\_-.

### 4. Confirm Password

In this field you have to provide the password that you entered in the 'password' field.

### 5. First Name

In this field you have to provide your first name.

### 6. Last Name

In this field you have to provide your last name.

### 7. Gender

In this you have to select your gender.

### 8. DOB

In this field you have to provide your date of birth.

### 9. Marital Status

In this field you have to select your marital status whether married or unmarried.

### 10.E-mail Id

In this field you have to provide your email id.

### 11.Address

In this field you have to provide your address (Off./Resi./Shop/Factory).

### **12. City**

In this field you have to select your city from a given list.

### 13.State

In this field you have to select your state from a given list.

### 14. Country

In this field you have to select your country from a given list.

### 15. Mobile phone

In this field you have to provide your mobile number.

### 16.Pin code

In this field you have to provide your pin code.

### 17.TIN/AcctNO./VehicleNo/Taxid

In this field you have to provide your related ID/Number

### 18. Select your security Question

In this field you have to select a security question.

### 19. Answer

In this field you have to enter an answer to the security question.

### 20.Capcha

In this field you to provide the answer of the capcha code.

### 21.Submit

Enter all the required information then click on the submit button.

#### 1.3.2.2 Home Screen



### 1. Login info

After successful login you can see Last successful/unsuccessful Login information in the **Login info**.

### 2. Click here to show last 10 transactions

You can see your last 10 transaction details by clicking on the link **click here to show last 10 transactions**. You can hide the details of transactions by clicking on the link **click here to hide**.

### 3. Create Profile

You can create profile by clicking on the Create Profile link.

#### 4. Continue

If you have already created a profile then select your profile from the **Profile List** and click on the **Continue** button.

### 1.3.2.3 Create Profile



#### 1. Create Profile

You can create profile by clicking on the **Create Profile** link.

### 1.3.2.3.1 Select Budget head



### 1. Department

Selected department name will display in the list.

### 2. >>

To add budget heads in schema click on >>.

### 3. <<

To remove budget heads in schema click on <<.

### 4. Submit

After selecting budget heads click on submit.

### 5. Reset

To discard all selected budget heads click on **Reset**.

### 6. Budget heads

Select required budget heads from list of budget heads which belongs to selected department



### 1.3.2.4 Edit Profile

If you have already created a profile then select your profile from the **Profile List** and click on the **Edit**.



### 1. Edit

You can edit details in your profile by clicking on the edit button.

### **NOTE:** Rest same as create profile

### 1.3.2.5 Change Password



### 1. Old Password

You can change your password by providing old password in **Old Password**.

### 2. New Password

New Password in New Password.

### 3. Confirm New Password

Confirm your new password in the **Confirm New Password**.

### 4. Password Policy (?)

You can see the password policy by clicking on the **Password Policy (?)** link.

### 5. Submit

After providing details you have to click on **Submit**.

### 6. Reset

Password will be changed successfully. You can reset the all details by clicking on Reset.

### 1.3.2.6 View History

eGRAS has facilitated registered user to list their previous transactions.

### 1.3.2.6.1 View Challan Transaction



To list last 10 challans, click 'Click here to show last 10 transactions' in future. To view, detail of one particular challan click 'View'.



### 1.3.2.6.2 Repeat Challan Transaction

To submit same challan with minor changes click 'Repeat'.



### 1.4 Challan Processing

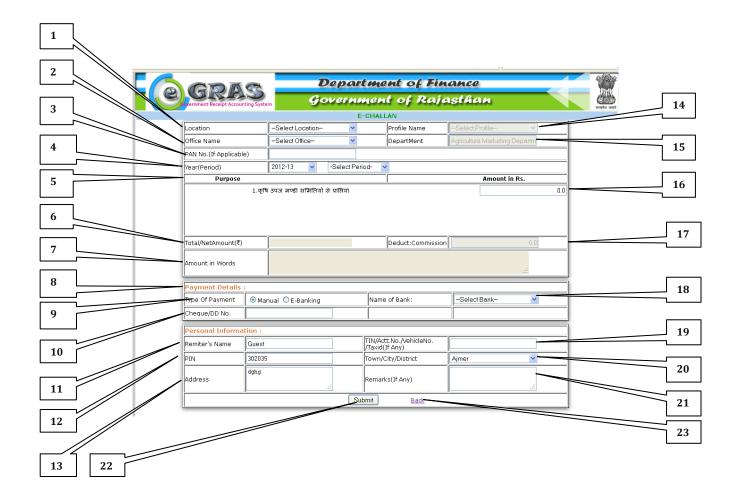
For easy and rapid processing one must create ones required profile that would help the user to enter challan details at the blink of an eye.

After submission of challan details, now website is transferred to selected bank website. Bank will authenticate transaction and return to eGRAS port with transaction status.

One may take printout of challan in quintuplet in case of manual banking [with cheque/DD] and flow orthodox procedure.



### 1.4.1 e-Challan



### 1. Location

You have to select location.

### 2. Office Name

You have to select Office Name.

### 3. PAN No. (If applicable)

You have to enter your PAN No.

### 4. Year (Period)

You have to select Year.

### 5. Purpose

List of budget heads from schema/profile would display here.

### 6. Total/Net Amount

You have to enter your Net Amount.

### 7. Amounts in words

Amount in words would be from server.

### 8. Payment details

Enter the remark or purpose of the challan you are submitting.

### 9. Type of payments

You have to select a payment type.

- a. *Manual*: user will be depositing amount in cash/cheque/DD.
- b. *e-Banking*: user will be using online bank transaction

### 10. Cheque/DD No.

Enter your Cheque / DD No.

### 11. Remitter's Name\*

Enter user Remitter Name.

### 12. **PIN\***

Enter user area PIN code.

### 13. Address\*

Enter user Address.

### 14. Profile Name

Name of selected profile will be display.

### 15. Department

Name of selected departed will be display.

### 16. Amount in Rs.

Enter budget head /purpose wise amount in rupees.

### 17. Deduct Commission

Enter commission, if applicable.

### 18. Name of Bank

Select name of bank branch of the related treasury to which selected office belongs to.

### 19. TIN/Actt. No./Vehicle No./Taxid(if any)\*

Enter TIN No/Actt. No./Taxid if applicable.

### 20. Town/City/District\*

Enter Town/City/District.

### 21. Remarks(if any)

Enter Remarks (if any).

### 22. Submit

Click on submit after furnishing all required information.

### 23. **Back**

If you want to back on 'profile selection screen', click on 'Back'.

'\*' Info would be flashed from login info form submitted by user.

### 1.4.2 Online Application

For online banking process, user has to have internet banking as well as transaction pass code.

### 1.4.3 Offline Application

For offline banking process, user select bank details while submitting challan.

### 1.5 Banking

List of participating banks with eGRAS are as follows:

- A. SBBJ
- B. SBI
- C. Union Bank
- D. PNB
- E. BOB

For online banking process, user has to have internet banking as well as transaction pass code.

For offline banking process, user has to have cheque/DD details while submitting challan.

### 1.6 Department login

Those departments which provide various services to citizens would have to perform certain processes before providing services to citizens/end user

Website address: <a href="http://egras.raj.nic.in">http://egras.raj.nic.in</a>

### 1.6.1 Department users

Department may follow the following pattern of users.

### MIS & Admin User

User Name: Same as of IFMS i.e. Department Id

Password: On request

### **Service User**

User Name: Same as of IFMS i.e. OfficeId or Provided by HOD

Password: On request

### Deposit (Cash/Cheque/DD) User

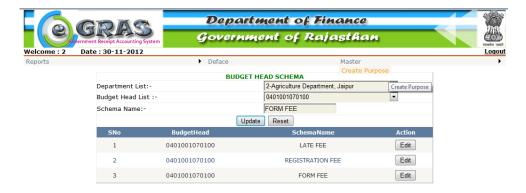
User Name: Register on http:egras.raj.nic.in (One time)

Password: Self generated



### 1.6.2 Master (Create Purpose)

Departments' HOD user may set/define further classification of their budget head by providing different identification by defining their purposes. From 'Master' click 'Create Purpose'; Budget head schema would appear with selection option of 'Department List', 'Budget Head List' and provision to enter purpose identification of budget head. Click 'Submit' to save the purpose. Now the same would appear in the list of budget head of citizens' schema.



### 1.6.3 Deface Challan for Services

Select budget head and provide appropriate purpose to that budget head.

### **Single GRN Defacing**

Full and partial defacing is not possible for a GRN. If, for a GRN partial defacing has been initiated then it will not be fully defaced or vice-versa.

### **Multiple GRN Defacing**

Select period by submitting 'From date' to 'To date', will display all GRN processed during that period.



#### 1. Deface

Click 'Deface', 'Department-Deface' screen would appear with following options

- a. GRN
- b. DateWise

### a. GRN (Single GRN Defacing)

Full and partial defacing is not possible for a GRN. If, for a GRN partial defacing has been initiated then it will not be fully defaced or vice-versa.

### b. DateWise (Multiple GRN Defacing)

Select period by submitting 'From date' to 'To date', will display all GRN processed during that period.

### 2. From Date

Select 'From Date' of the period.

### 3. To Date

Select 'To Date' of the period.

#### 4. Submit

Click 'Submit' would list all the GRNS for the above selected period.



#### 1. **GRN**

Government Receipt Number column

#### 2. Remitter Name

Remitter's name column

### 3. Amount

Total amount of e-challan submitted by remitter



### 4. View column (Partial deface)

When service is subscribe with partial amount of challan amount, and then this option is used. The detail of the same is described in 6 & 7.

### 4.1 View column (Fully deface)

When service is subscribe with total amount of challan amount, and then this option is used.

### 4.2 View column (View list of Partial deface)

List all the partial defacing amounts.

### 5. Print

One may take print of deface challan.

### 6. Transaction Date

List all the partial defacing amounts with transaction date & amount.

#### 7. Amount

List all the partial defacing amounts with transaction date & amount.

### 1.7 Printing & Reports

### 1.7.1 e-Challan

Registered users are facilitated with anytime anywhere printing option even after logout from eGRAS portal.





### 1.7.2 Budget head wise list



### 1.7.3 List of remitters' deposits in define period with budget head option





### 1.7.4 e-Challan with Deface Stamp

				Gov		HALLAN nt of Rajasth	an		
GRN :- 0000120096 BARCODE :-				DE :-			ı	Date: 04-10-2012	
Profile Name challan pro				Payee Details					
Type Of Payment E				TIN/Actt.No./VehicleNo./Taxid (If Any)			123123		
Office Name Dy.Dir. agricu			riculture(Ext.) Z.P	culture(Ext.) Z.P. Jaipur			oplicable)		
Location JAIPU		JAIPUR (CI	JAIPUR (CITY)			Full Name			Egras Ifms
Year	(Period)	(Period) 01/04/2012 -T		-To- 31/03/2013		Town/City/District			0
SNo.	Sche	ema	Am	Amount în Rs.					110
1	अन्य अनुपयोगी सामा प्राप्तियां -0401-00:	नों के निस्तारण	ti De	face Detail	64.00				
	AGRI-0401-00-8		Date		5 <b>A</b> 100	Address			
3	अधिक भुगतानों की वर			26/11/2012	35406				
	800-02-03 HOMELOAN-040	1-00 200 02	27/11/2	2012	100	00			
4	01	3 02	27/11/2	2012	50.0	00			ok
						Remarks(If A	ny)		
Deduct:Commission 12.00					OPIN			302023	
Total	/NetAmount			₹	₹ 760.00				
Payr	nent Details :						ı	FOR US	E IN RECEIVING BAN
Cheque-DD Detail				Bank CIN NO. 1073273			3		
Cheque-DD No.					Date		16-11-2012		
Name of Bank Union Bank				Bank-Branch		029286100001216112012			

### 1.7.5 Budget Head wise List of Total Receipt Amount





### 1.7.6 Bank wise number of challans with total receipt amount



### 1.7.7 Manual e-Challan in quintuplet

If citizens / end user initiate manual e-challan process, then one has to take print in quintuplet and submit respectively in their marked locations.

