



# GRAS (Government Receipt Accounting System)

## Registered User Module (Manual payment)

**DIRECTORATE OF ACCOUNTS AND TREASURIES,  
FINANCE DEPARTMENT, GOVERNMENT OF  
MANIPUR**

**OCTOBER 2020**

*GRAS (Government Receipt Accounting System)*

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## Purpose

The purpose of this document is to provide complete details about the module for “Registered User (Manual Payment)”. It will help the users who do not have Internet banking account to make payment of Government taxes and non-taxes. Users can use “Payment Across Bank Counter (Cash/Cheque)”

- This is 24 X 7 facilities to pay Government tax and non-tax payments into the Government Account.
- 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 valid date.

### Basic requirements for Manual Payment

1. Internet Connection.
2. User should have minimum knowledge of Internet browsing

## Getting Started

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### GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

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#### Users Login

User Name

Password

Image Text **RF Mu 7 x** 

Input Image Text

[Login](#)

[Forgot Password](#)



#### 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.



#### New User Registration

Useful to keep track on history of transactions, easy Challan search facility.



#### Departments

Useful to see list of all departments giving facility for ePayment.

Available Banks in GRAS

  
State Bank of India

  
Bank of Maharashtra

Available Cards & Banks for SBI e-Pay

  
ards

  
MasterCard

  
VISA

  
AMERICAN EXPRESS

  
Net Banking

  
Catholic Syrian Bank

  
CITY UNION BANK LTD.

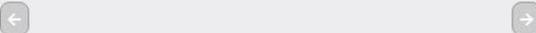
(Charges Applicable) \* Service for SBI e-Pay Successful Challans will be given on T+2 basis.

#### Information About GRAS

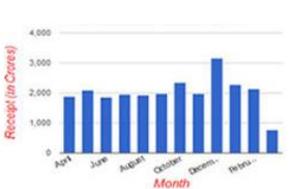
Finance Department (FD), Government of Manipur, has decided to receive payments electronically. e-payment is a mode of payment in addition to the conventional methods of payment offered by the Government of Manipur. The acceptance of on-line payment of Manipur State's Taxes through the internet portals 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](#)

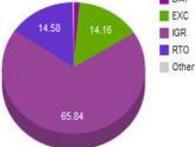
#### Department Wise Tax Payment



#### GRAS Receipt Graph



Month	Receipt (in Crores)
April	1800
May	2000
June	1900
July	1800
August	1900
September	2100
October	2200
November	2300
December	2400
January	2500
February	2600
March	2700



Department	Percentage
DAT	14.58%
EXC	14.16%
IGR	65.84%
RTO	-
Other	-

User GuideGRAS Circular & Related GRDownload 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

  
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Ph

[cyber-treasury@manipur.gov.in](mailto:cyber-treasury@manipur.gov.in)

Last Reviewed and Updated on 03 October 2020. Server : .16

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## GRAS (Government Receipt Accounting System)

Click on **Available Banks** from home page to see list of banks and their available branches where manual payment can be made. User will get the screen (Fig 2.1).

Fig 2.1

[Back To Home](#)



# GRAS

Government Receipt Accounting System

*Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur*

**Banks Available In GRAS**

Sr.No.	Bank Name	Internet Banking	Debit Card	Bank Counter Payment(Cash / Cheque)	eSBTR	Contact No.
1	 State Bank of India <small>Bank with all the way</small>	✓	✓	✓	All Branches	✓ eSBTR ---
2	 Bank of Maharashtra <small>॥ १९५८ ॥</small>	✓	✗	✓	All Branches	✓ eSBTR ---

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For any queries, please contact at  
[cyber-treasury@manipur.gov.in](mailto:cyber-treasury@manipur.gov.in)  
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## 2.1 Introduction

### Sign up New User

User has to fill this form(Fig 2.2) so that user is able to get registered on the system.

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**Government Receipt Accounting System**

*Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur*

New Users Signup Here

**Contact Information**

Fields marked with(\*)are mandatory.

Full Name (max 75) *	<input type="text"/>
District *	{Select District} ▾
Town/City/Area/Locality *	<input type="text"/>
Road/Street/Post Office *	<input type="text"/>
Premises/Building/Village *	<input type="text"/>
Flat/Door/Block No. *	<input type="text"/>
PIN *	<input type="text"/>
Contact Number (LandLine)	STD Code - <input type="text"/>
Mobile Number*	<input type="text"/>
Email ID *	<input type="text"/>
Alternate Email ID	<input type="text"/>
PAN Number	<input type="text"/>

**Personal Information**

User Name *	<input type="text"/> <span style="color: red; font-size: small;">Minimum 4 characters are required.Please Enter Lowercase characters only</span>
Password *	<input type="password"/> <span style="color: red; font-size: small;">(Should have atleast one special character,one digit and one Uppercase letter.) Minimum 8 Characters are required.</span>
Re-enter Password *	<input type="password"/>
Security Question *	{Select Security Question} ▾
Answer *	<input type="text"/>
Input Image Text *	<div style="display: flex; align-items: center;">  <input style="width: 100px;" type="text"/> </div> <span style="color: red; font-size: small;">Type the characters you see in picture. Letters are case sensitive.</span>

## 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.  : To enter the text in the text box.
7.  : Select drop down list to select given option.
8. Menu Bar: A menu bar is a horizontal strip that contains lists of available menus for a certain program.
9. User Name: Displays name on the top of the screen.
10. 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.(fig1.3)
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. □

## *GRAS (Government Receipt Accounting System)*

- 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-

- 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.

6. After entering Contact information and Personal details user click on Save option to save the entered information.

7. 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.

8. On selection of Save option user gets the following screen (fig 2.3)



New Users Signup Here

Contact Information

Fields marked with(\*)are mandatory.

Full Name (max 75) *	Daina	
District *	Imphal West Treasury	
Town/City/Area/Locality *	Imphal	
Road/Street/Post Office *		
Premises/Building/Village *		
Flat/Door/Block No. *		
PIN *		
Contact Number (LandLine)	0385	- 2441136
Mobile Number*	1234567890	
Email ID *	dainadevi08@gmail.com	
Alternate Email ID		
PAN Number	ABCDD5675D	

164.100.122.143 says  
Account Created Successfully  
Please log-in with your new Use ID and password!

**OK**

Personal Information

User Name *	daina	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 required.
Re-enter Password *	.....	
Security Question *	What is your mothers name?	
Answer *	....	
Input Image Text *		

9. User gets the confirmation message of successful account created.
10. User selects Ok option .The following screen is displayed i.e. (fig 2.4)

Fig 2.4

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A A



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Finance Department, Government of Manipur

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Search



**Users Login**

User Name

Password

Image Text **RF Mu 7 x**

Input Image

[Login](#)

[Forgot Password](#)

**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.

**New User Registration**

Useful to keep track on history of transactions, easy Challan search facility.

**Departments**

Useful to see list of all departments giving facility for ePayment.

Available Banks in GRAS

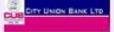



Available Cards & Banks for SBI e-Pay









(Charges Applicable) \* Service for SBI e-Pay Successful Challans will be given on T+2 basis.

**Information About GRAS**

Finance Department (FD), Government of Manipur, 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 Manipur. The acceptance of on-line payment of Manipur 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**

←
→

**GRAS Receipt Graph**



**User Guide**

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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








## GRAS (Government Receipt Accounting System)

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 2.5)

Fig 2.5

Back To Home

 **GRAS** Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : dainab    Last Login : 14/10/2020 21:12

Home    Make New Payment    Repeat Payment    Challan History    Change Password    Logout

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[Update Payee Profile](#)

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

No history Records Found for E-Payment  
No records found for financial Year 2020-2021

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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.

## GRAS (Government Receipt Accounting System)

- 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.

### 3.0 Options for the Registered user-

- Home
- Make Payment
- Repeat Payment
- Challan History
- Change password
- Logout

#### A) Home tab

Fig A.1

The screenshot displays the GRAS (Government Receipt Accounting System) user interface. At the top, there is a green navigation bar with a "Back To Home" link. Below this, the GRAS logo and name are prominently displayed, along with the text "Cyber Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Manipur". The user's profile information is shown in a table format, including Name (Daina B), Town/City (Imphal West Treasury), Area (Imphal), Road (Singjamei), Premises/Building (Singjamei), Flat/Door/Block No. (32), Pin No (795001), Contact Number (Land Line) (-), Mobile Number (9876543210), Email Id (dainadevi08@gmail.com), and Pan Number (ABCDD7867D). A blue button labeled "Update Payee Profile" is visible below the table. A link "CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS" is also present. Below the link, a message states "No history Records Found for E-Payment" and "No records found for financial Year 2020-2021". The footer contains navigation links, contact information, and copyright details.

Back To Home

**GRAS** Government Receipt Accounting System  
Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : dainab Last Login : 14/10/2020 21:12

Home Make New Payment Repeat Payment Challan History Change Password Logout

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

Update Payee Profile

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

No history Records Found for E-Payment  
No records found for financial Year 2020-2021

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[cyber-treasury@manipur.gov.in](mailto:cyber-treasury@manipur.gov.in)  
Last Reviewed and Updated on 04 September 2020.  
Server : .16

Click on link to view last 10 transaction, user will get screen fig A.2



User : dainab    Last Login : 14/10/2020 21:12

Home    Make New Payment    Repeat Payment    Challan History    Change Password    Logout

Name	Daina B		
Town/City	Imphal West Treasury	Area	Imphal
Road	Singjamei	Premises/Building	Singjamei
Flat/Door/Block No.	32	Pin No	795001
Contact Number(Land Line)	-	Mobile Number	9876543210
Email Id	dainadevi08@gmail.com	Pan Number	ABCDD7867D

[Update Payee Profile](#)

[CLICK HERE TO SEE YOUR LAST 10 TRANSACTIONS](#)

Your Last 10 Transaction.

Date	GRN	Office Location	Amount	Mode of payment selected	Status	Repeat Payment	Payment verification with bank
12/12/2014	<a href="#">MH004431023201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
12/12/2014	<a href="#">MH004430949201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	1.00	O-CAB	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
10/12/2014	<a href="#">MH004384199201415E</a>	ABN_AMBEGAON SUB REGISTRAR,PUNE	100.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
05/12/2014	<a href="#">MH004296018201415E</a>	HVL13_HAVELI 13 JOINT SUB REGISTRAR,PUNE	1.00	O-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004216038201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215970201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215923201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215734201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215698201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
02/12/2014	<a href="#">MH004215626201415E</a>	DIG1_PUNE DIG OF REG,PUNE	1.00	O-BOI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>

[CLICK HERE TO HIDE YOUR TODAYS TRANSACTION](#)

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. In case 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.

## B) Make New Payment

To add more profiles for various departments.

Select “Make New Payment” tab. User gets the below screen i.e. (fig B.1)

[Back To Home](#)



### GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina    Last Login : 21/10/2020 11:37

[Home](#)   [Make New Payment](#)   [Repeat Payment](#)   [Challan History](#)   [Change Password](#)   [Logout](#)

#### Department Details

Department *	Department of Taxes	Payment Type *	Professional Taxes
Treasury *	Imphal West Treasury	Office Name *	HQ IMPHAL
Scheme Name *	Taxes on Profession, Trades, Callings		
Period Year *	2020-2021	Annual	
Form ID	TR6		

#### Account Details

Scheme Name	Amount
0028001070000    Amount of Tax	₹ <input style="width: 50px;" type="text" value="1"/>
Total Amount	₹ <input style="width: 50px;" type="text" value="1.00"/>

#### Payer Details

Department Tax ID / TAN		PAN	
Name *	test		
Block No/ Premises		Locality/Road	
Area/City		PIN	
Mobile No. *	1234223445		
Remarks			

#### Payment Details

Payment Mode	<input type="radio"/> e-Payment <input checked="" type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway                    (Customer Charges)		
Select Bank *	BANK OF MAHARASHTRA		
Image Text		Input Image Text *	<input style="width: 80px;" type="text" value="u45Jx1"/>

Fields marked with (\*) are mandatory

Submit
Reset

*GRAS (Government Receipt Accounting System)*

Select Payment Across Bank Counter (Cash Cheque).

Select Period (Year) - Select year, Current Financial year selected by default.

o 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. 1 Financial year [April– March].
- Half Yearly: It is semiannual period or payable twice each year. User selects any one period
  - o April – September
  - o October – March
- Quarterly: It is divided into four intervals. User selects any one quarter as per the requirement
  - o April–June
  - o July–September
  - o October – December
  - o January – March
- Monthly: User selects any month of the financial year 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. o User enters the amount of tax in which the user intends to pay under each object. User enters the Amount in the given field.

User selects the Bank through which he desires to make payment.

Select Submit option to submit the challan. User can select Reset option to re-enter the challan

On Selection of “Submit” option the draft challan screen is displayed i.e. (fig B.2)



Fig B.3

The screenshot shows a web browser window with the URL `https://www.calicut.../php - can't get odb.../164.100.122.143/echallan/challan/views/frmechallan_entrySubmit.php`. A modal dialog box is open, displaying the message: "164.100.122.143 says Your GRN Number Is MN000004030202021M Note Down Your GRN Number For Future Reference". Below the dialog, the main form contains the following details:

Location	Imphal West Treasury
Year	2020-2021 Annual From
Account Head Detail	0028001070000 Amount of Tax
Total Amount	300.00
Payment Mode Selected	Across The Bank Counter Payment
Bank Selected	BANK OF MAHARASHTRA
<p><b>Note: Please Note, This Counter Payment Challan Will Be Accepted in Banks Within 7 (Seven) Days From Today</b></p> <p>All the information entered is found correct in the above draft. I want to proceed for Across The Bank Counter Payment using BANK OF MAHARASHTRA.</p> <p>Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.</p> <p>Refund of challan will be processed by respective Department</p> <p><input checked="" type="radio"/> Agree <input type="radio"/> Disagree</p> <p><input type="button" value="Proceed"/> <input type="button" value="Cancel"/></p>	

At the bottom of the page, there is a footer with the following text: "Home | About GRAS | Privacy Policy | Terms & Conditions | Sitemap | Contact Us. Site Designed & Developed By National Informatics Center, Pune. Copyright © 2009-2018. Directorate of Accounts & Treasuries, Manipur. For any queries, please contact at [cyber-treasury@manipur.gov.in](mailto:cyber-treasury@manipur.gov.in) Last Reviewed and Updated on 04 September 2020. Server : .16"

1. Select Ok option. User will get the print of challan. Select Ok option. User gets Challan Print.
2. Validity of challan is for 8days to be submitted at respective bank.
3. If user fail to submit challan within valid period then user need to create new challan for same.
4. Please Note the Remark cell to know validity date and bank name where challan is accepted.
5. Bank copy is at bottom of challan print.
6. On the HOME PAGE of GRAS site fig 2.1 .Please see the list of banks and their branches available, where manual payment can be made.

Fig B.4



**CHALLAN**  
TR Form Number-6



GRN	MN 00000 4030 202021M	BARCODE	Date		21/10/2020-12:04:52	Form ID	TR6
Department				Payer Details			
Department of Taxes				Professional Taxes			
Type of Payment				TAX ID / TAN (If Any)			
Taxes on Profession, Trades, Callings				PAN No.(If Applicable)			
Office Name				Full Name		test	
HQ IMPHAL							
Location				Flat/Block No.			
Imphal West Treasury							
Year				Premises/Building			
2020-2021 From 01/04/2020 To 31/03/2021							
Account Head Details			Amount In Rs.		Road/Street		
0028001070000 Amount of Tax			300.00				
				Area/Locality			
				Town/City/District			
				PIN			
				Remarks (If Any)			
Total				Amount In		Three Hundred Rupees Only	
300.00				Words			
Payment Details				FOR USE IN RECEIVING BANK			
BANK OF MAHARASHTRA							
Cheque-DD Details				Bank CIN		Ref. No.	
Cheque/DD No.				Bank Date		RBI Date	
						Not Verified with RBI	
Name of Bank				Bank-Branch		BANK OF MAHARASHTRA	

**Make payment at any of the listed branches \* of BANK OF MAHARASHTRA handling GOVERNMENT OF MANIPUR Business Before 28/10/2020**

Department ID :

Mobile No. : 1234223445

-----Cut Here-----Bank Copy-----Cut Here-----

GRN	MN000004030202021M	Challan Date	21/10/2020	Challan Amount	300.00
Party Name	test				
Amount In	Three Hundred Rupees Only				
Words					
Account Head Details			Payment Details		
Cheque-DD Details			Bank CIN		Ref. No.
Cheque/DD No.		Bank Date		RBI Date	
				Not Verified with RBI	
Name of Bank			Bank-Branch		BANK OF MAHARASHTRA
Name of Branch			Scroll No. , Date		

\*Please see the list of branches on the HOME PAGE of GRAS site where you can make payment.

## C. Repeat Payment

To avoid filling of same information repeatedly

Fig C.1

The screenshot displays the GRAS web application interface. At the top, there is a green navigation bar with a "Back To Home" link. Below this, the GRAS logo and name are prominently displayed, along with the text "Cyber Treasury, Directorate of Accounts & Treasuries, Finance Department, Government of Manipur". A user information bar shows "User : daina" and "Last Login : 21/10/2020 11:37". A secondary navigation bar contains buttons for "Home", "Make New Payment", "Repeat Payment", "Challan History", "Change Password", and "Logout". A central message box contains the text: "CLICK HERE TO SEE LAST 50 TRANSACTIONS, AND CLICK ON THE REPEAT BUTTON TO REPEAT THE SAME TRANSACTION". The footer includes a "NIC" logo, copyright information for 2009-2018, and contact details for the Directorate of Accounts & Treasuries, Manipur. It also provides an email address "cyber-treasury@manipur.gov.in" and a server version ".16".

- 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

[Back To Home](#)



## GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina    Last Login : 16/10/2020 14:40

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 SAME TRANSACTION](#)

**Your Last 50 Transaction.**

Date	GRN	Payment Type	Office Location	Amount	Mode of payment selected ( M-Counter /O-Online )	Status	Repeat Payment	Payment verification with bank
16/10/2020	<a href="#">MN000004024202021M</a>	Professional Taxes	CCPUR OUTPOST, Churachandpur Treasury	300.00	M-BOM	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
16/10/2020	<a href="#">MN000004023202021E</a>	Professional Taxes	CCPUR OUTPOST, Churachandpur Treasury	1.00	O-SBI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>
28/09/2020	<a href="#">MN000002121202021M</a>	Professional Taxes		300.00	M-SBI	Unknown	<a href="#">Repeat</a>	<a href="#">Verify</a>

[CLICK HERE TO HIDE YOUR TRANSACTIONS](#)

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Last Reviewed and Updated on 04 September 2020.  
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User gets the Challan entry screen with pre-defined details. User has to fill challan with minimal fields (changes of scheme name, period and amount on the screen). The procedure to repeat the transaction is same the procedure already defined in section HOME fig A.2 or C.2 Click on “repeat” as shown in Fig C.3.

Fig C.3

[Back To Home](#)



## GRAS Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina | Last Login : 16/10/2020 14:40

[Home](#) | [Make New Payment](#) | [Repeat Payment](#) | [Challan History](#) | [Change Password](#) | [Logout](#)

**Department Details**

Department *	Department of Taxes	Payment Type *	Professional Taxes
District *	Churachandpur Treasury	Office Name *	CCPUR OUTPOST
Scheme Name *	Professional Taxes		
Period Year *	2020-2021	Select Period	
Form ID	TR6		

**Account Details**

Scheme Name	Amount
0028001070000 Amount of Tax	<input type="text"/>
<b>Total Amount</b>	<input type="text"/>

**Payer Details**

Department Tax ID / TAN	<input type="text"/>	PAN	ABCDG7678D
Name*	<input type="text" value="Daina"/>		
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"/>		
Remark	<input type="text"/>		

**Payment Details**

Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> SBI epay Payment Gateway                   (Customer charges)		
Select Bank *	<input type="text" value="Select Bank"/>		
Image Text		Input Image Text*	<input type="text"/>

Fields marked with (\*) are mandatory

Repeat same Steps in as per mention in B) Make Payment

## D. Challan History (Search Challan)

To view Challan history

- Select Challan History tab.
- User is able to check the number of Challan created Period wise, Departmentwise, 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 i.e. (Manual Payment).
- 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

Back To Home

 **GRAS** Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina Last Login : 16/10/2020 14:40

Home Make New Payment Repeat Payment Challan History Change Password Logout

From Date *	16/10/2020	To Date *	16/10/2020	Pay Type *	{SELECT PAY TYPE}	Tax Id	{SELECT}
Status	{SELECT}	From Amount		To Amount		Show	

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Fig D.2

[Back To Home](#)



**GRAS** Government Receipt Accounting System

*Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur*

User : daina    Last Login : 16/10/2020 14:40

[Home](#)
[Make New Payment](#)
[Repeat Payment](#)
[Challan History](#)
[Change Password](#)
[Logout](#)

From Date *	16/10/2020	To Date*	16/10/2020	Pay Type*	MANUAL PAYMENT	Tax Id	(SELECT)
Status	(SELECT)	From Amount		To Amount		<a href="#">Show</a>	

Challan Details								
Sr. No	Date	GRN	Bank ID	Bank Name	Office	Amount(Rs)	Status	Payment verification with bank
1	16/10/2020	MN000004024202021M	-	BOM	CCPUR OUTPOST	300.00	Unknown	<a href="#">Verify</a>

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Click on GRN, user can view the Challan refer (Fig B.4)

## E. Change Password

To change the existing password

Fig E.1

Back To Home

**GRAS** Government Receipt Accounting System

Cyber Treasury, Directorate of Accounts & Treasuries  
Finance Department, Government of Manipur

User : daina Last Login : 16/10/2020 14:40 Home Make New Payment Repeat Payment Challan History Change Password Logout

**PLEASE PROVIDE LOGIN DETAILS**

User Name \* daina

Password \*

Enter New Password \* Password field should have atleast one special character, one digit and Uppercase letter. Minimum 8 Characters are required.

Confirm Password \*

Change Password Reset

\* fields are compulsory

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- 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.