e-GRAS
Government Receipts Accounting System

Finance Department
Government of Jharkhand

Accountant General (AG) OFFICE

USER MANUAL

Je-GRAS

(e-Government Receipts Accounting System)

Accountant General (AG) Office

User Manual

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Je-GRAS: e-Government Receipts Accounting System

1. INTRODUCTION

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

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

For one time transactions user can login by using Guest User login

For easy and rapid processing one must create required profile that would help the user to enter challan details without any hassle.

After submission of challan details, now website is transferred to selected bank website user can use this site by using the internet facility. Bank will authenticate transaction and return to Je-GRAS portal with transaction status.

One may take printout of challan in five copies in case of manual banking (cheque/DD). Registered users and guest have access to view history of transactions and take print of old transactions.

2. e-GRAS PROCESS

I. For making any online payments / remittances, the remitter / payee may login into the Jharkhand e-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 / Cheque / 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 Cyber Treasury, Government of Jharkhand account, which effects debit to his bank account and credit to the Government of Jharkhand 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 payee shall then be directed back to the Je-GRAS website where his e- Challan shall be available to him with both the unique ids i.e. (GRN and CIN) once the payment is successful. Success will be printed as watermark in case of successful transaction. The banks name, date of the transaction and bank CIN shall be instantly updated on the Je-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 Cyber Treasury on regular intervals as specified in the agreement.

V. 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 correct the 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 Jharkhand

website (Je-GRAS) and the Participating bank's website, the bank shall make correction to the data losses, if any; to the government on resuming the network connections.

VI. 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.

VII. 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.

VIII. Fund transfer:

a) The cut-off time for transactions in a day 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 Aggregator Bank /GATEWAY 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 Cyber 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 there shall not be any reversion.

3. INERTNAL USER LOGIN

There are five types of internal user login:

a) **Accountant General (AG) Office**

b) **Bank**

c) **Jharkhand Government Departments.**

d) **Office Users (***Under Jharkhand Govt. Departments***)**

e) **Treasury Officer (TO)**

All the internal Users will be created by the Admin (PMU, Finance Department, Govt. Of Jharkhand)

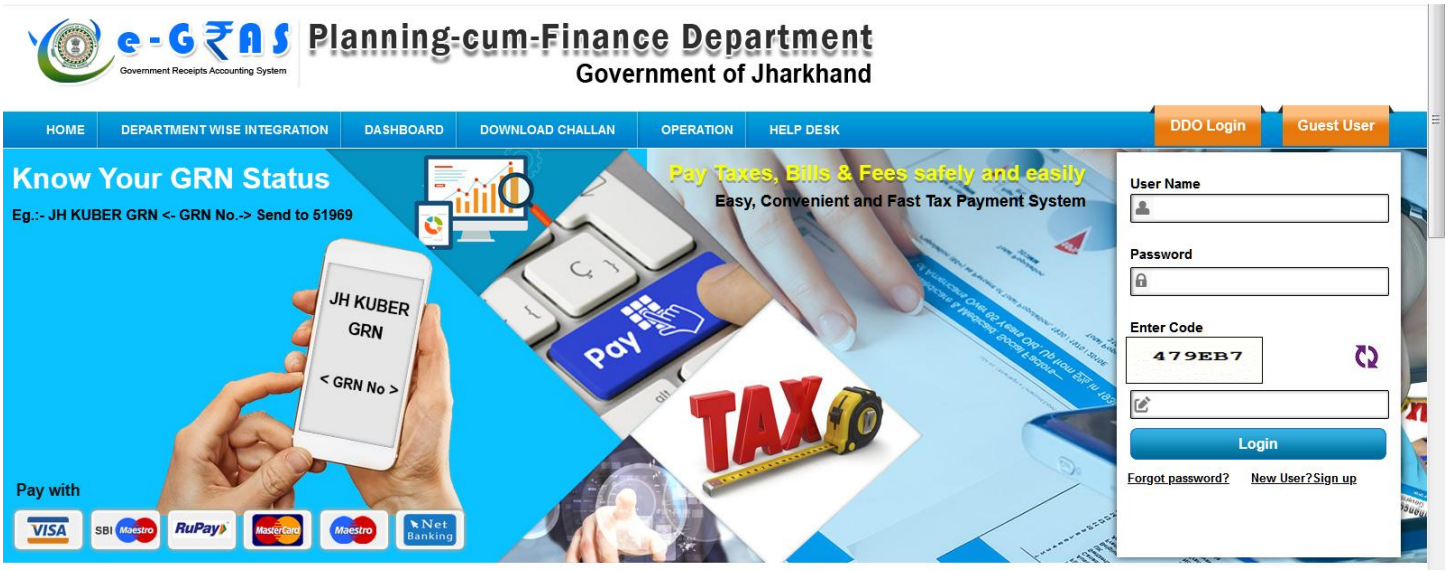

Fig. 1 Jharkhand e-GRAS Home Page

The home page (Fig. 1) displays the login screen for all types of users. The user must enter the Login ID and corresponding password to proceed.

4. ACCOUNTANT GENERAL (AG) OFFICE LOGIN

Once the **AG Office** logins into the Jharkhand e-GRAS system following options are available (Fig. 2):

i. **HOME**

ii. **DOWNLOAD CHALLAN**

iii. **CHANGE PASSWORD**

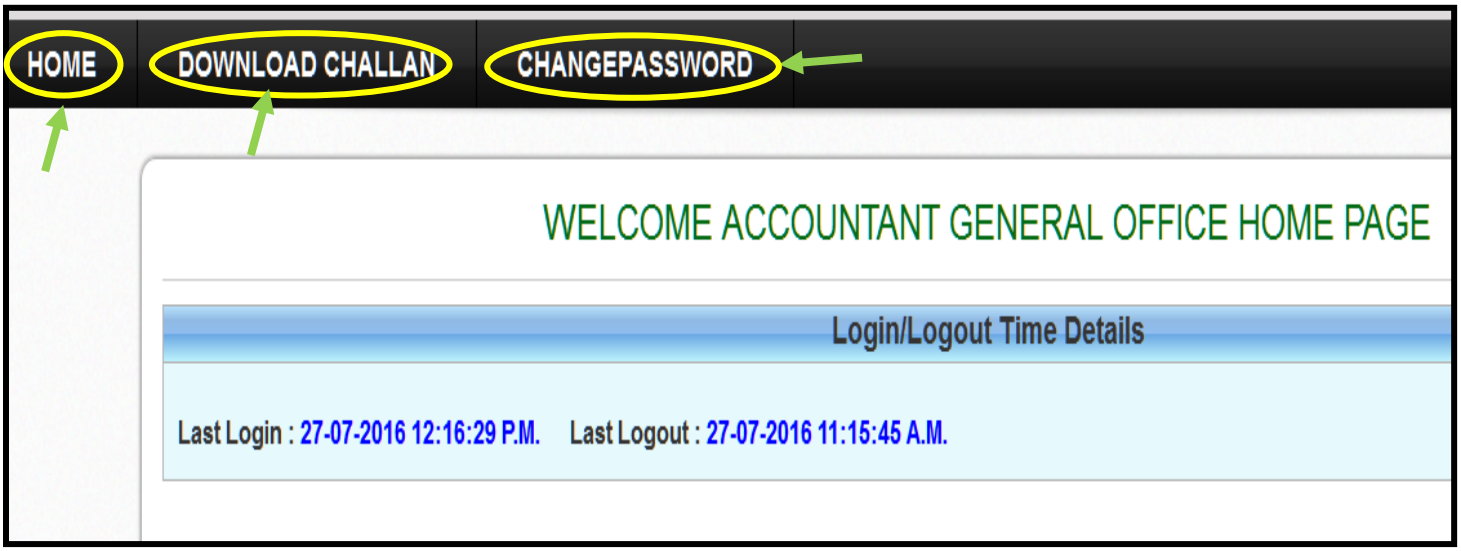

Fig. 2 AG Office Home Page

4.1 HOME

The *HOME* tab takes the user back to the AG Office Home page (Fig, 2a).

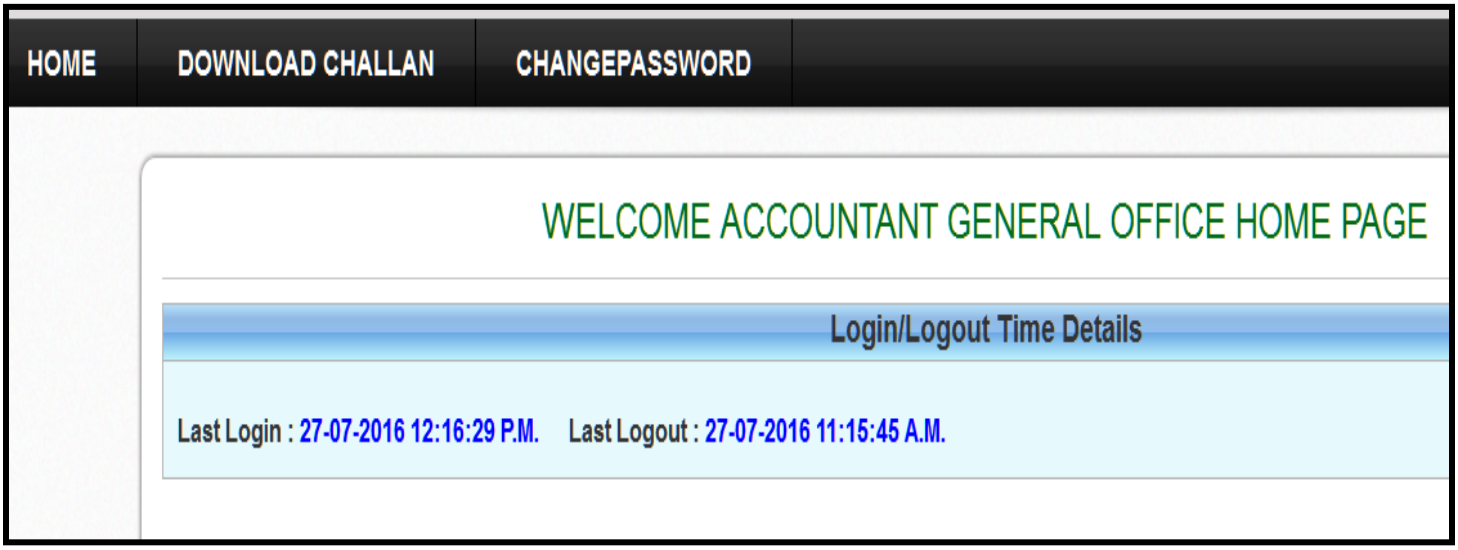

Fig. 2a AG Office Home Page

4.2 DOWNLOAD CHALLAN

The **DOWNLOAD CHALLAN** tab (Fig. 3) allows the AG office user to search, view and download challan on basis of *Government Reference Number (GRN)*.

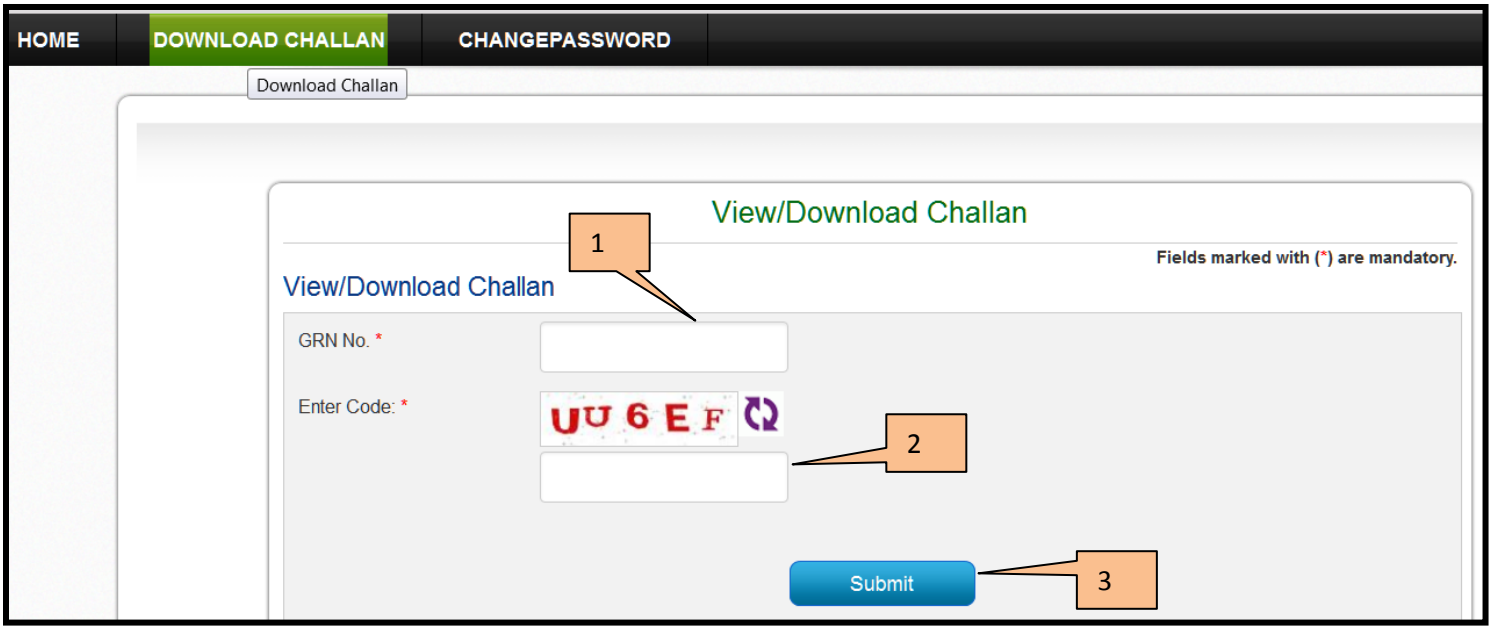

Fig. 3 Download Challan

The process to view and download challan is as follows:

1. **GRN Number:** Enter the **GRN (Government Reference Number)** on basis of which the challan is to be searched.
2. **Enter Code:** Enter the captcha code displayed in the textbox above.
3. **Submit:** Click Submit to proceed and view challan details (Fig. 4, page 11).

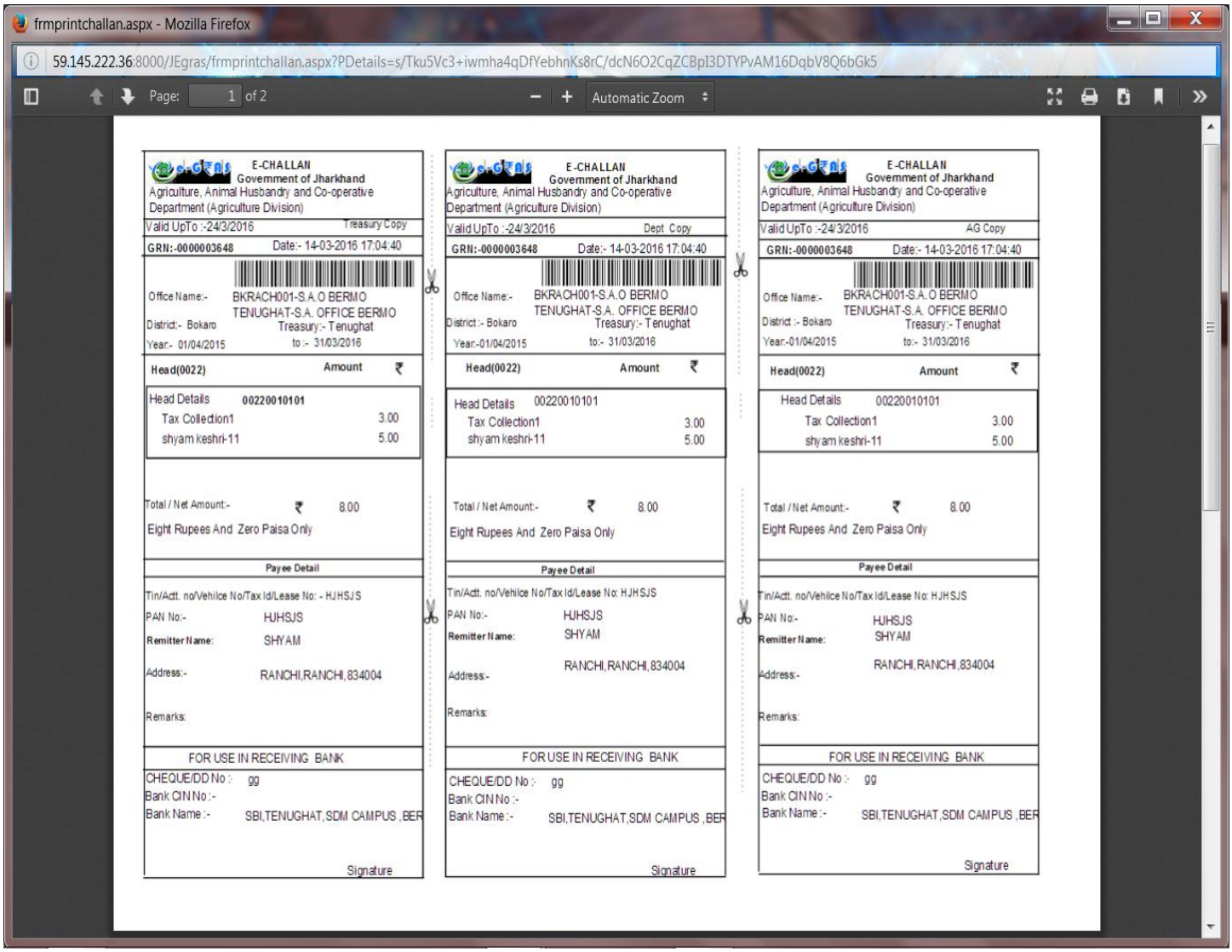

Fig. 4 View / Download Challan

4.3 CHANGE PASSWORD

The **CHANGE PASSWORD** option allows the AG Office user to change their existing password (Fig. 5).

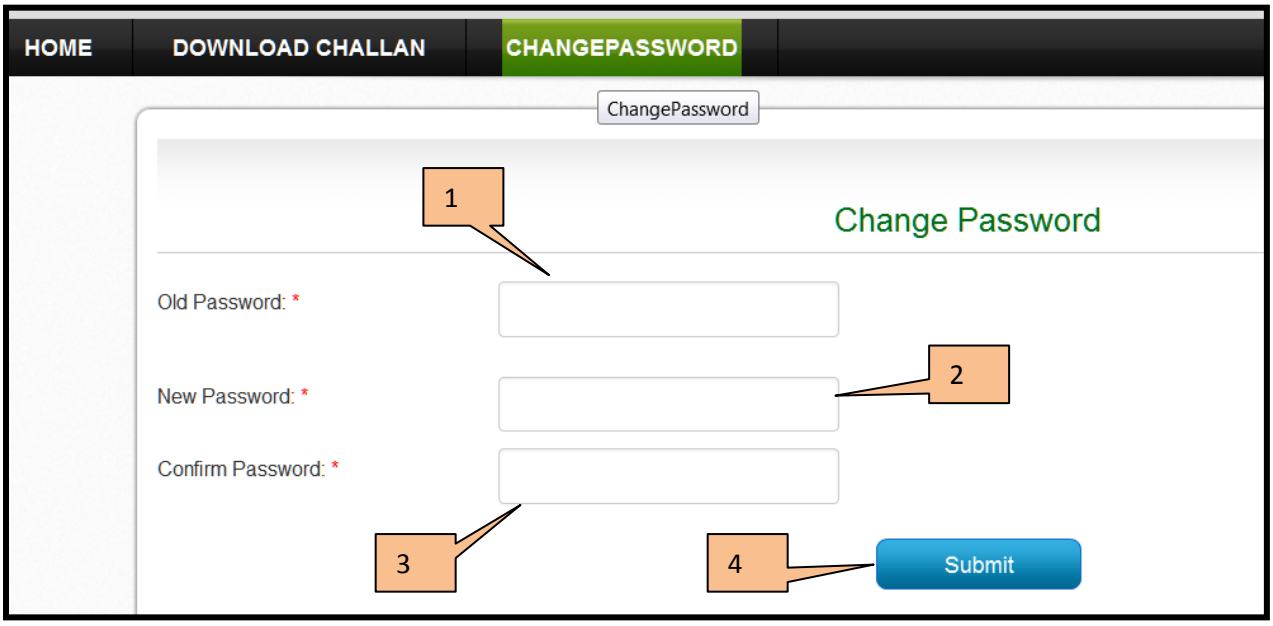

Fig. 5

To change the password the user must follow the steps below:

1. Enter the existing password in the **Old Password** section.
2. Enter the new password in the **New Password** section.
3. Enter the new password again in the **Confirm Password** section.
4. Click on **Submit** button.