e-GRAS
Government Receipts Accounting System

Finance Department
Government of Jharkhand

DEPARTMENT USER MANUAL

Je-GRAS

(e-Government Receipts Accounting System)

Department 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. DEPARTMENT USERS

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

i. **HOME (Click to go to Department Home page)**
ii. **DEPARTMENT ROLE**
    a. **CREATE OFFICE**
    b. **CHANGE OFFICE PASSWORD**
    c. **MODIFY OFFICE**
iii. **MANAGE PURPOSE**
    a. **CREATE PURPOSE**
iv. **MIS REPORT**
v. **CHANGE PASSWORD**

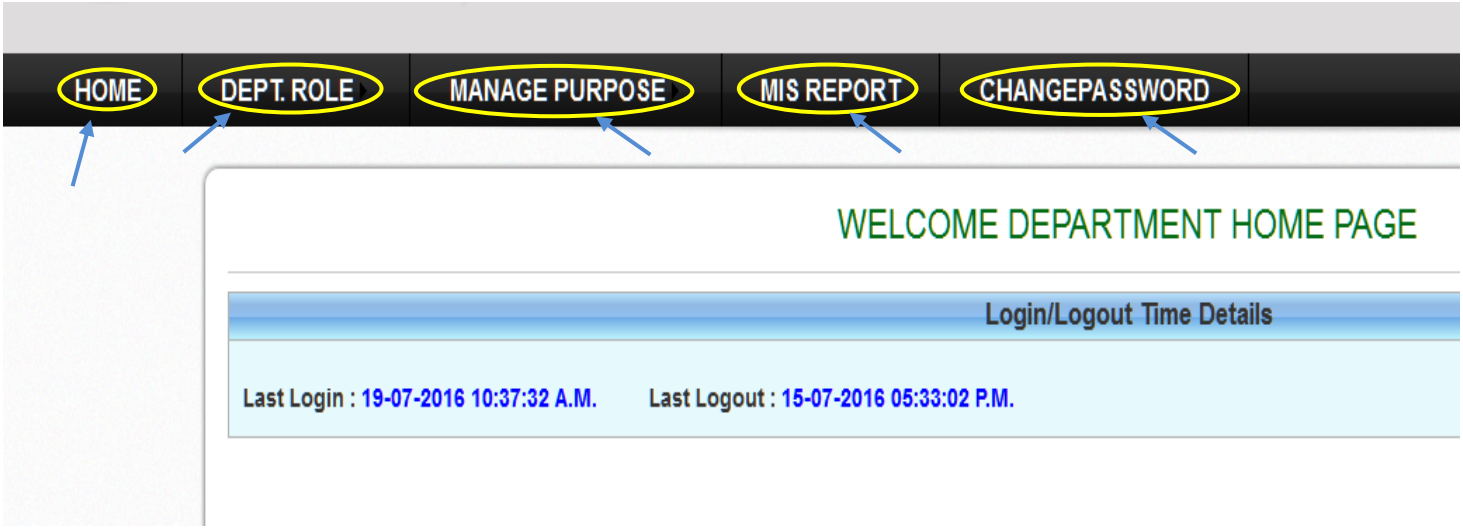

Fig 2 Department Home Page

4.1 HOME

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

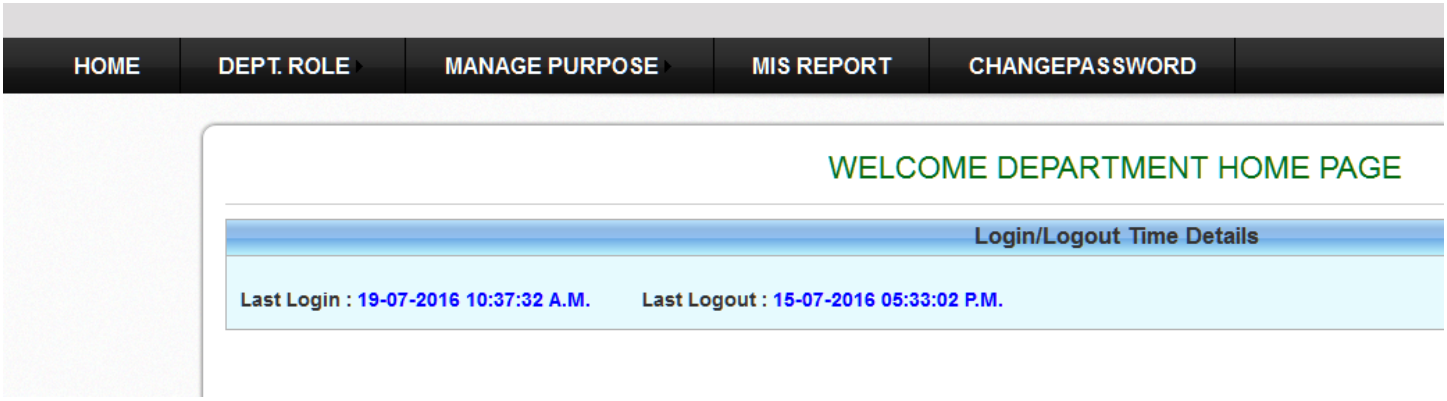

Fig 2a. Department home Page

4.2 DEPARTMENT ROLE > CREATE OFFICE

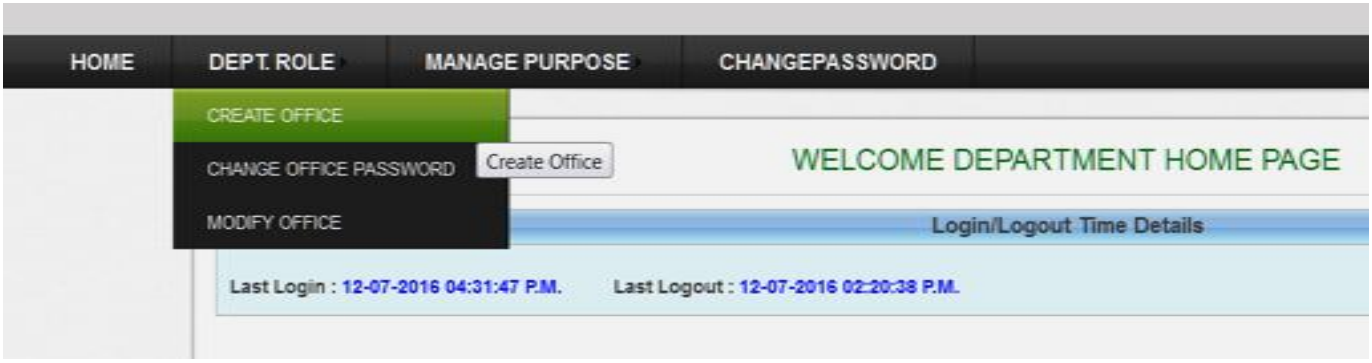

Fig. 3 Create Office Tab

Under the Department Role tab the Create Office option (Fig. 3) allows the Department user to create new Office role.

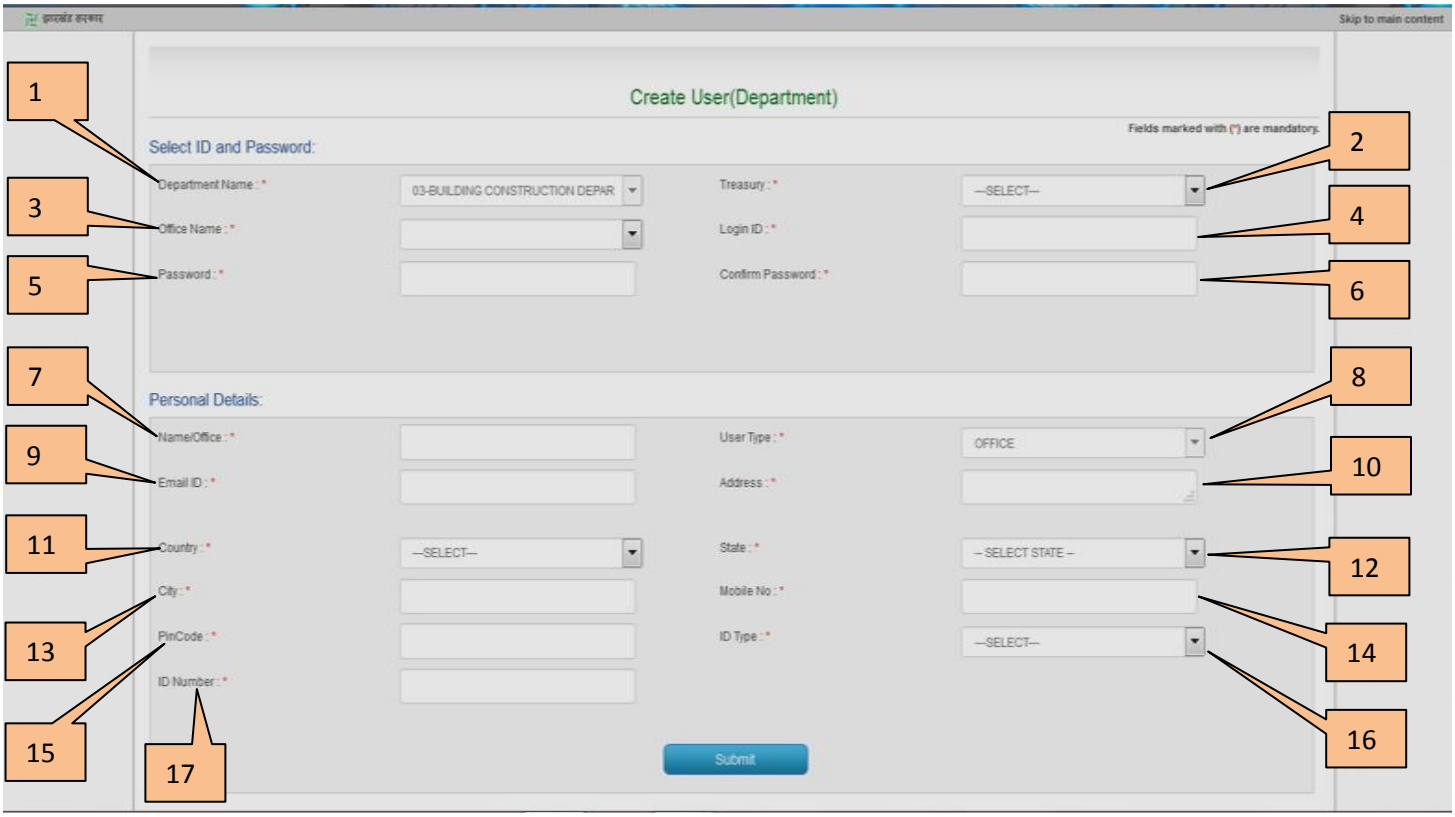

Fig. 4 Create Department User Page

The different fields of ***CREATE USER (Department)*** page (Fig. 4) are explained as follows:

1. **Department Name:**
   The department name cannot be changed. It is fixed with the associated Login ID of the department.

2. **Treasury:**
   Select the Treasury under which the office needs to be created.

3. **Office Name:**
   Select office name from the available list of offices.

4. **Login ID:**
   The Login ID is the Office code by default. The user can edit the Login ID if required.

5. **Password:**
   Enter the password for the office Login ID being created. The **Password** must be at least 8 characters long and include at least one Special Character, one Number, and one Capital letter.

6. **Confirm Password:**
   Re-enter the password for the office Login ID being created.

7. **Name / Office:**
   Enter the name of the person or office that will be using the system.

8. **User Type:**
   User type is *OFFICE* by default and cannot be edited.

9. **E-mail ID:**
   Enter the E-mail ID of the office or person.

10. **Address:**
    Enter the postal address of the office or person.

11. **Country:**
    Enter the country name for address purpose.

12. **State:**
    Enter the State name.

13. **City:**
    Enter the city or town name.

14. **Mobile Number:**
    Enter the mobile number.

15. **PIN Code:**
    Enter the Postal Index Number (PIN).

16. **ID Type:**
    Select ID type for ID proof from the available list if ID options (*Aadhaar Card / BPL ID / Beneficiary ID / College ID / Driving License / Employee ID Card / Lessee No. / PAN Card / Ration Card / Registration No. / School ID / TAN No. / TIN NO. (Commercial Tax)/ Vehicle No. / Voter ID*).

17. **ID Number:**
    Enter the ID number of the ID type selected.

4.3 DEPARTMENT ROLE > CHANGE OFFICE PASSWORD

Selecting the *Change Office Password* tab under **Dept. Role (Fig. 5)** enables the Department user to change the office user password.

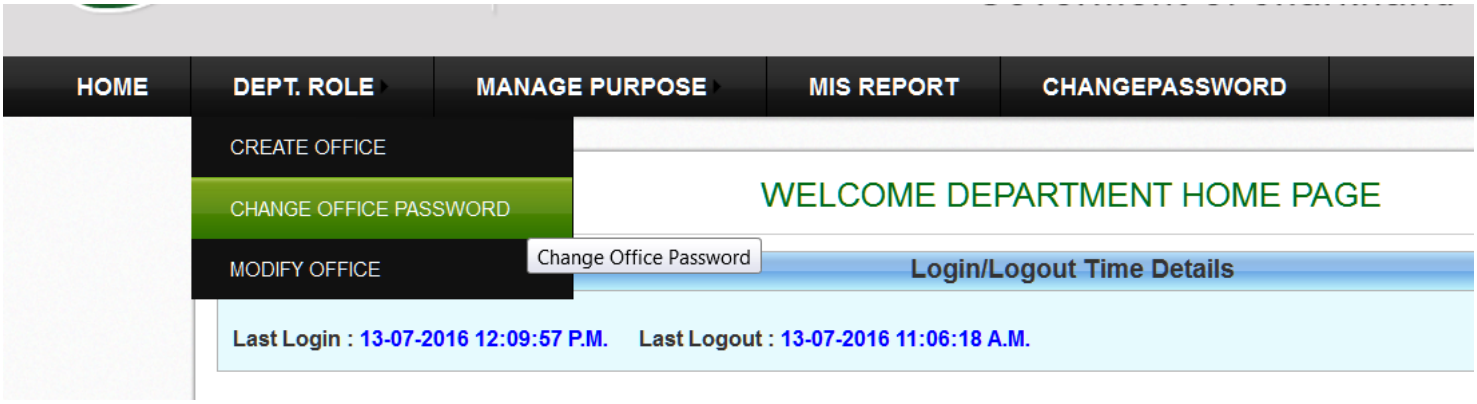

Fig. 5

In Change Office Password page the user change the password by selecting the appropriate Treasury, Office name and Login ID (Fig. 6).

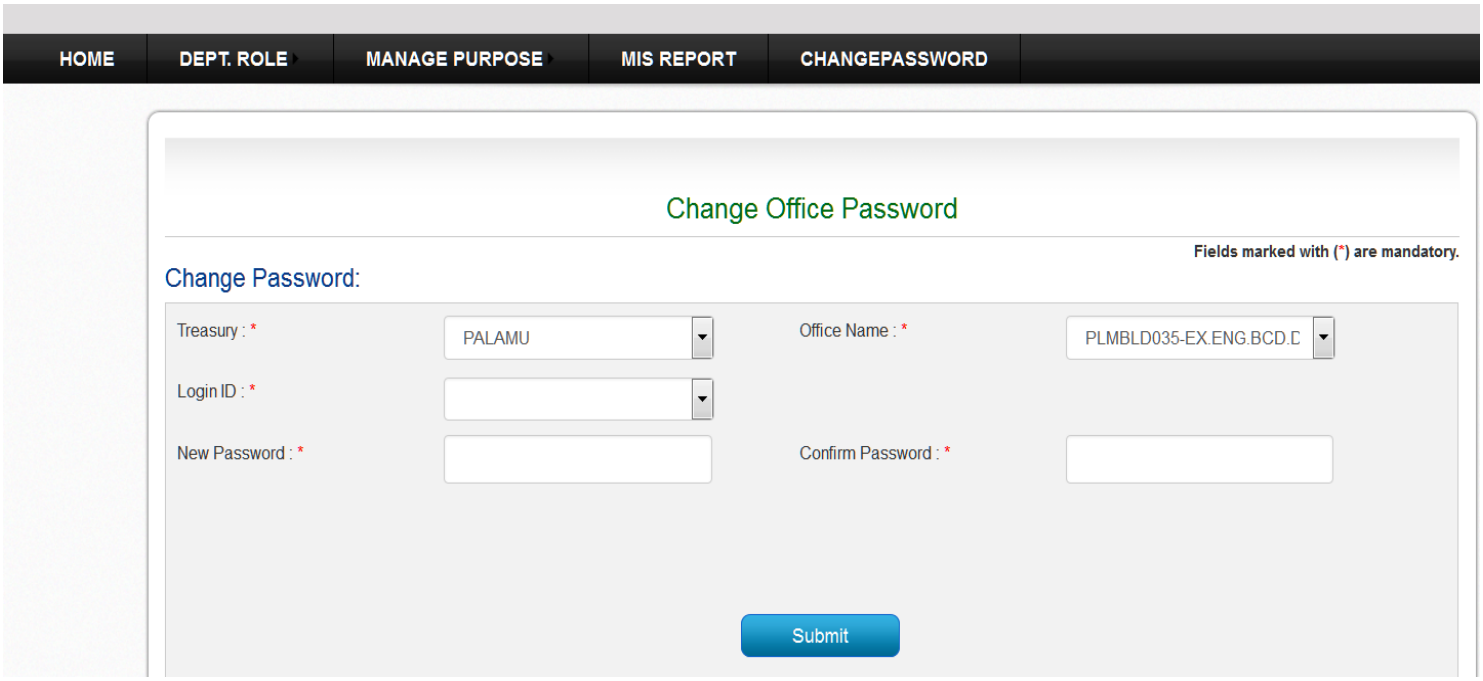

Fig. 6

4.4 DEPARTMENT ROLE > MODIFY OFFICE

Department user can modify the details of any office by clicking on the ***MODIFY OFFICE*** option under the **DEPT. ROLE** tab (Fig. 7).

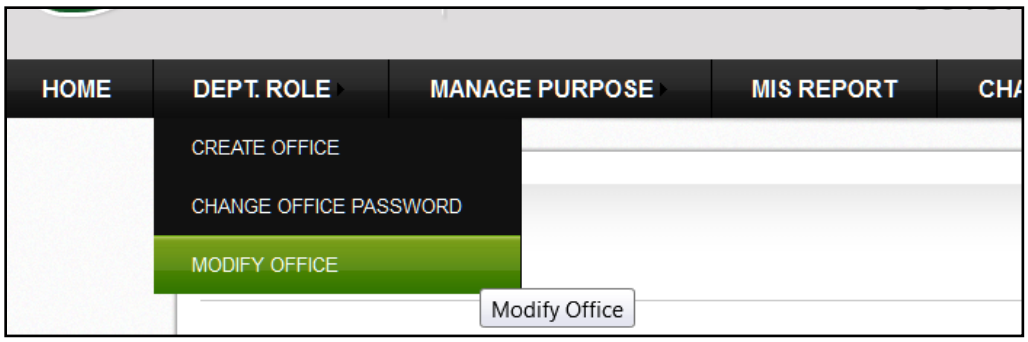

Fig. 7

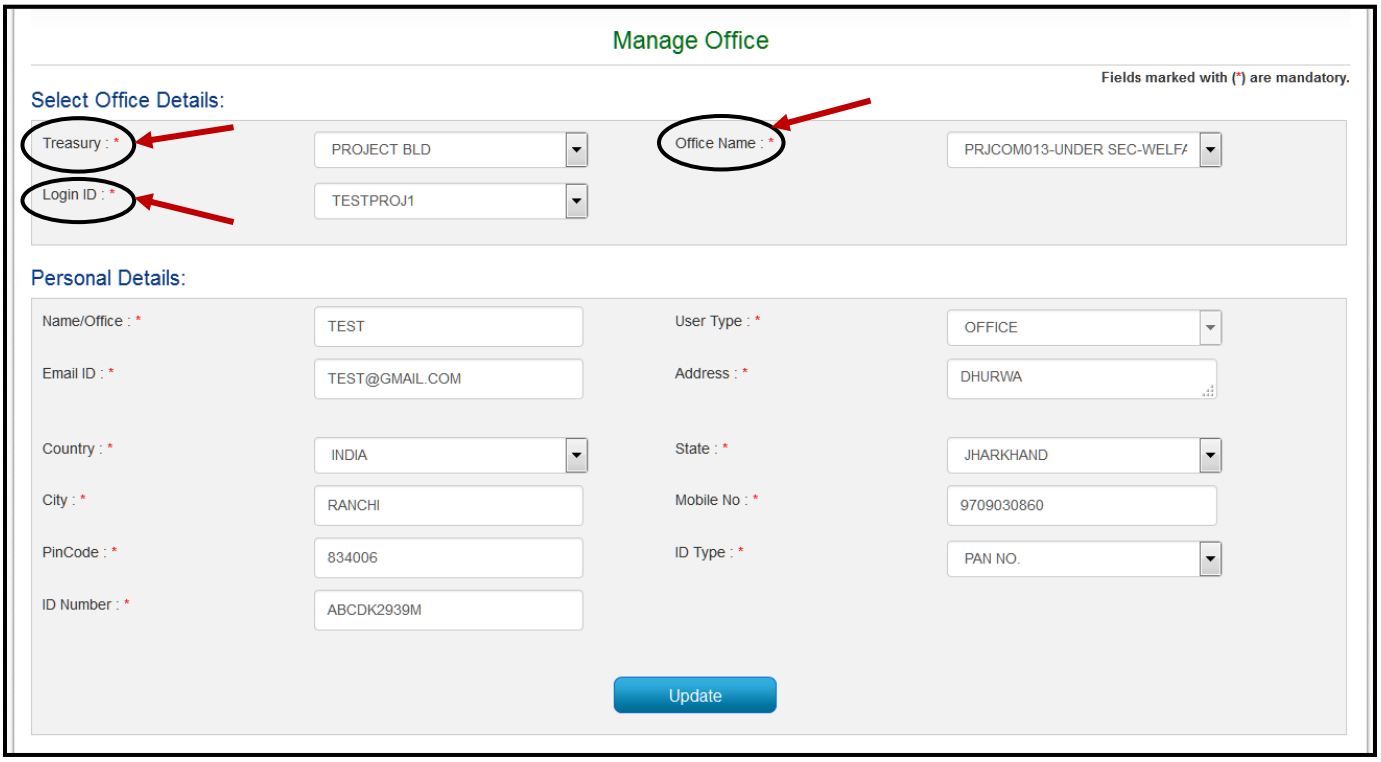

Fig. 8

In the Manage Office page Office details must be selected in following order (Fig. 8):

i) Treasury
ii) Office Name
iii) Login ID

After this the edit office details page is displayed where the Personal details can be edited.

4.5 MANAGE PURPOSE > CREATE PURPOSE

A ***Purpose*** defines the type of revenue or tax that needs to be collected by the Government under a particular head for a particular department. For example **Commercial Tax** *(Value Added Tax or VAT, Electric Duty, Luxury Tax, Entertainment Tax etc.)*, **Registration** *(Stamp & Registration Fees)*, **Transport** *(Vehicles & Driving License)*, **Traffic** *(Traffic Challan)*, **Excise & Prohibition** *(Malt Liquor, Country Spirits etc.)* etc.

New ***Purpose*** can be created by clicking on the **CREATE PURPOSE** tab under the **MANAGE PUSPOSE** tab (Fig. 9).

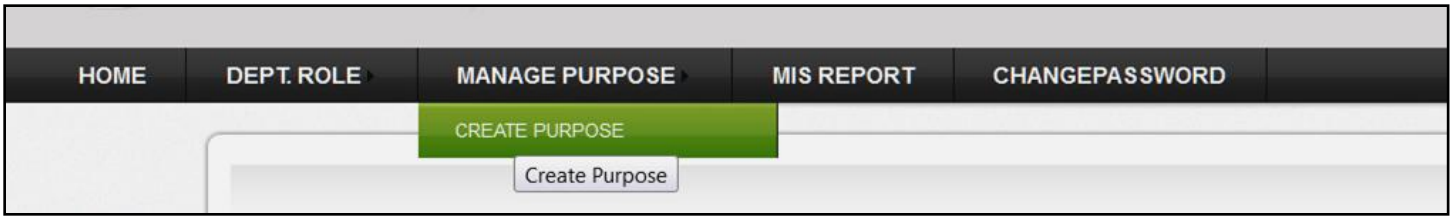

Fig. 9

The different fields on ***Create Purpose*** page must be filled in the order as discussed below (Fig. 10):

1. **Department List:**

   Displays the Department under which the collection is to be made. This cannot be edited and is autofilled depending upon the department from which the user has logged in.

2. **Major Code:**

   Select the Major Code.

3. **Sub-Major Code:**

   Select the Sub-Major Code.

4. **Minor Code:**

   Select the Minor Code

5. **Sub-Code:**

   Select the Sub-Code

6. **Purpose:**

   The purpose name is auto filled in by default. But it can be edited to make it more user friendly that will explain the purpose clearly to the layman.

After filling in the details of the purpose **Submit** button must be clicked in order to create the purpose.

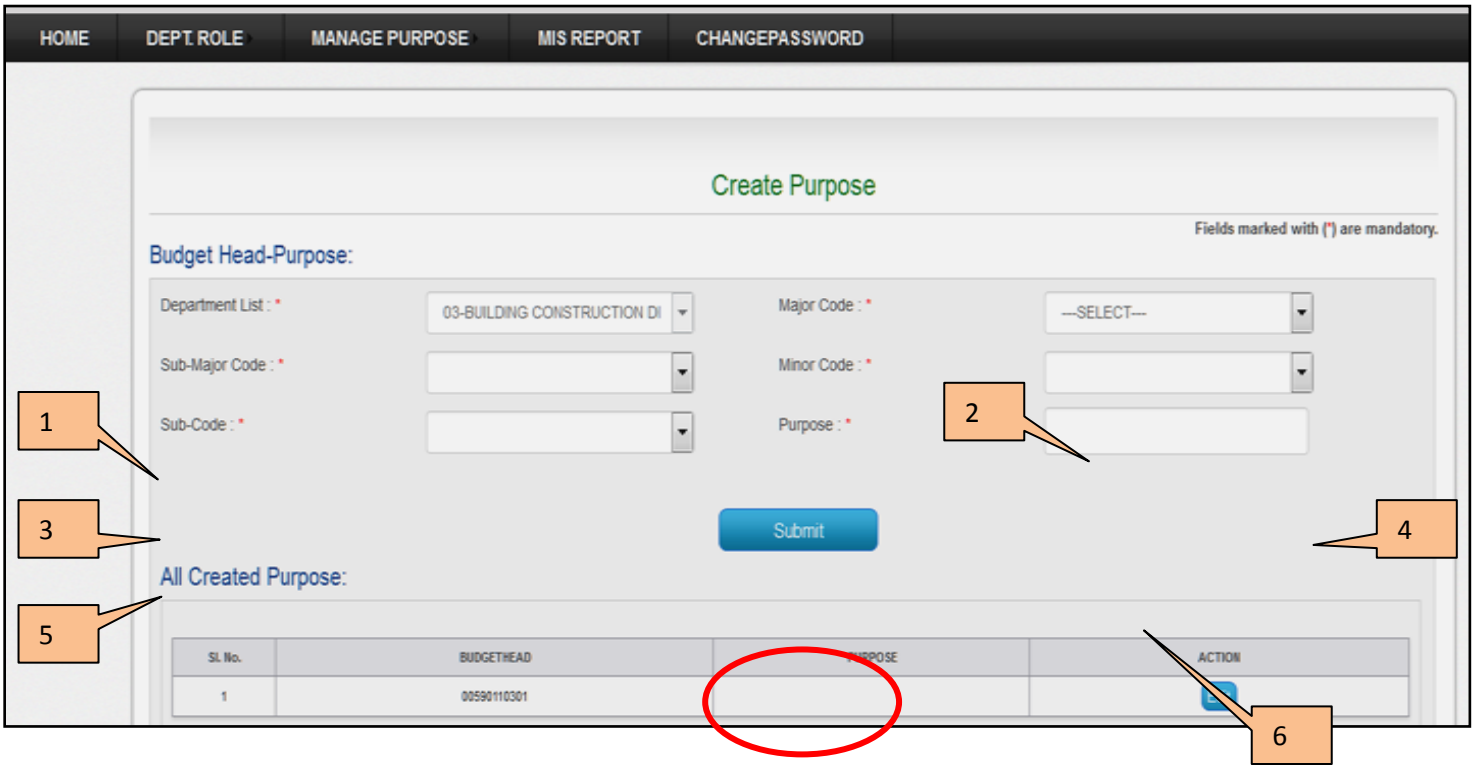

Fig. 10

4.6 MIS REPORT

The **MIS REPORT** tab allows the Department user to view a ***District-wise consolidated report*** of ***total number and amount of Challans*** till date or in a particular time period.

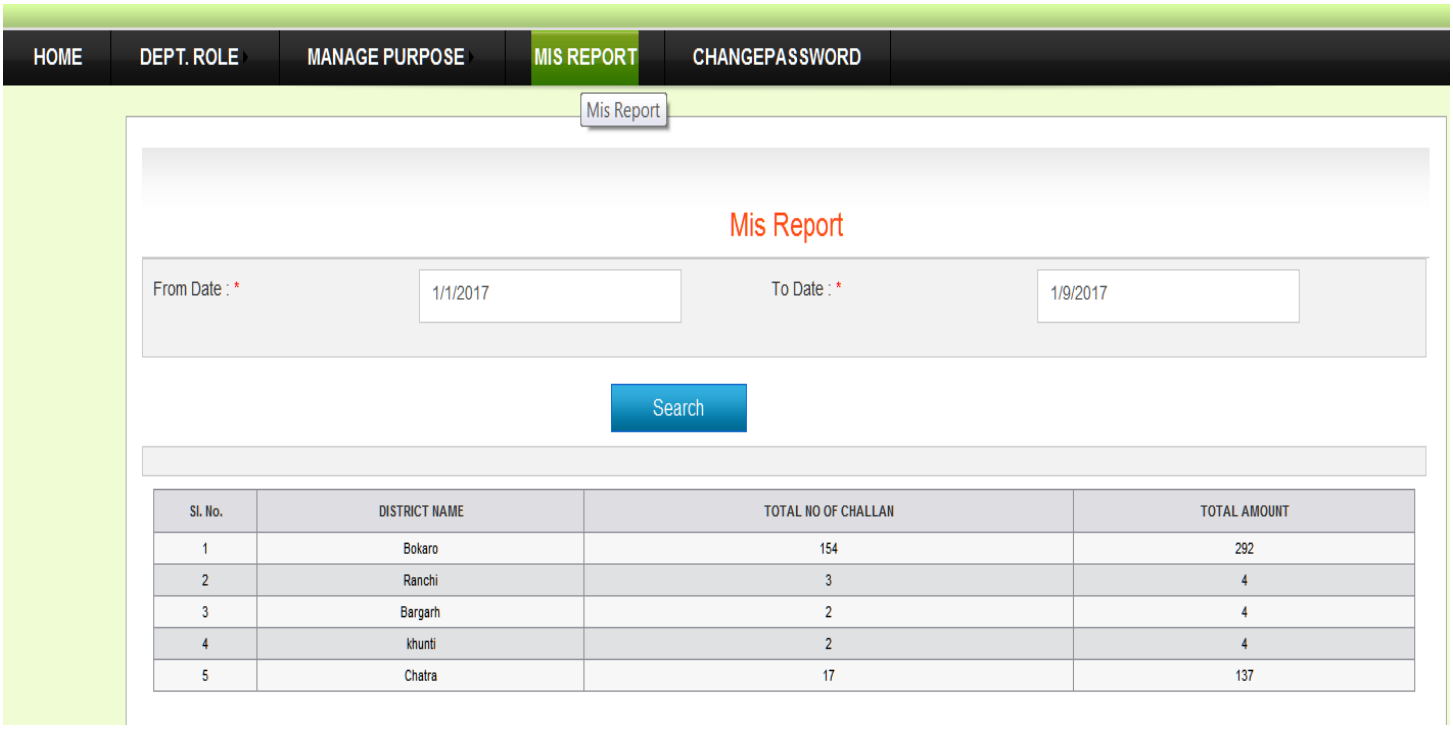

Fig. 11

User can select a particular date from the given option and click on **Search** button to view the report (Fig. 11).

4.7 CHANGE PASSWORD

The **CHANGE PASSWORD** option allows the Department user to change their existing password (Fig. 12).

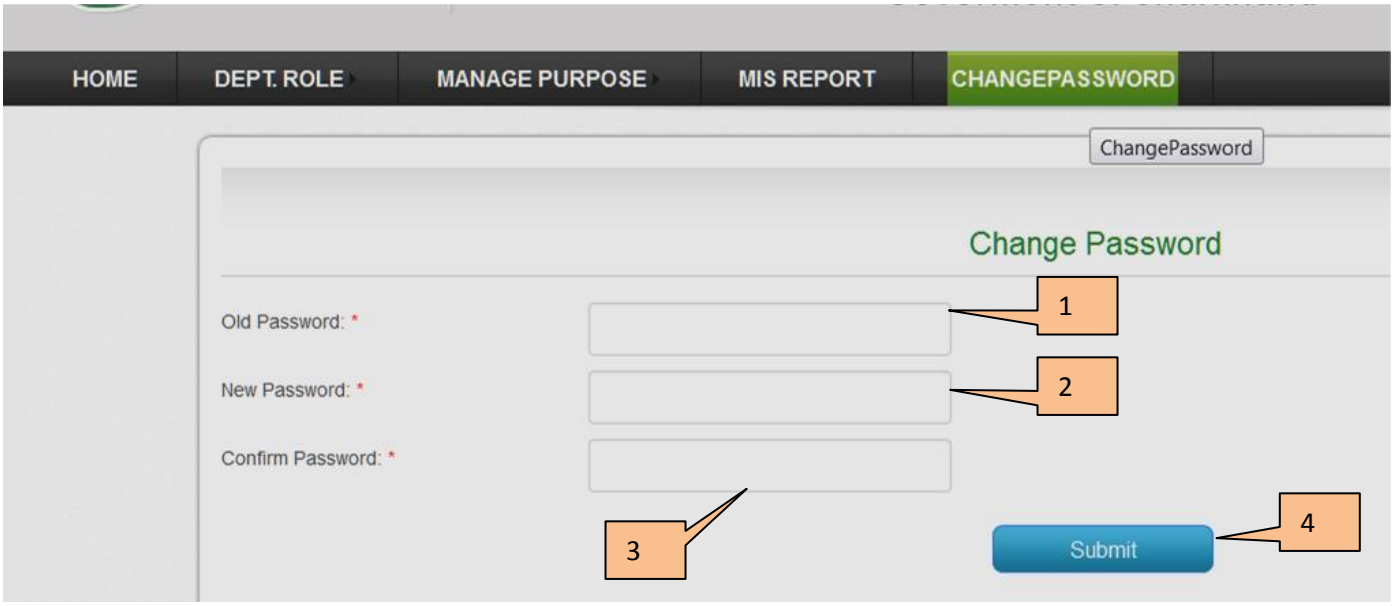

Fig. 12

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.