झारखण्ड सरकार
GOVERNMENT OF JHARKHAND

e-GRAS
Government Receipts Accounting System

Finance Department
Government of Jharkhand

OFFICE USER MANUAL

Je-GRAS

(e-Government Receipts Accounting System)

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. Je-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)**

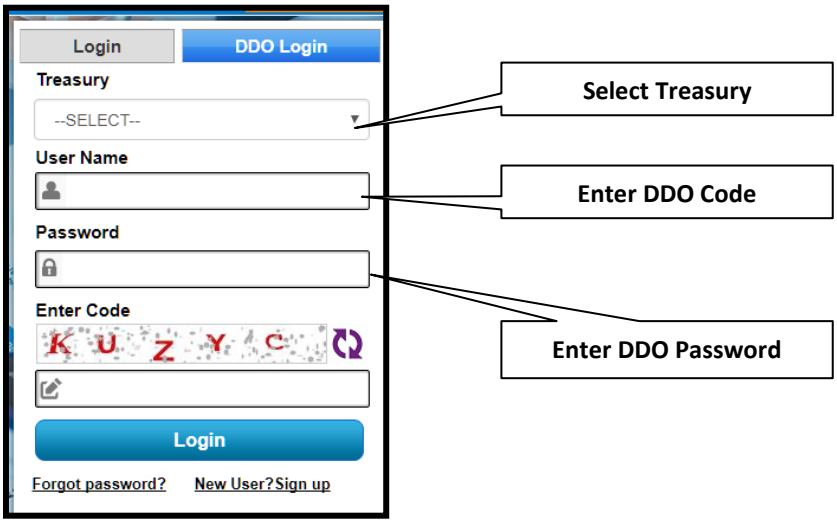
All the internal Users will be created by the Admin (PMU, Finance Department, Govt. Of Jharkhand)

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. OFFICE USERS

The Office users must logging Using DDO Login Tab from the home page. For DDO Login treasury must be selected and then DDO code and corresponding password must be entered to login.



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

i. **HOME (Click to go to Office Home page)**

ii. **SERVICES**

   a. ***DEFACE CHALLAN***

iii. **CHANGE PASSWORD**

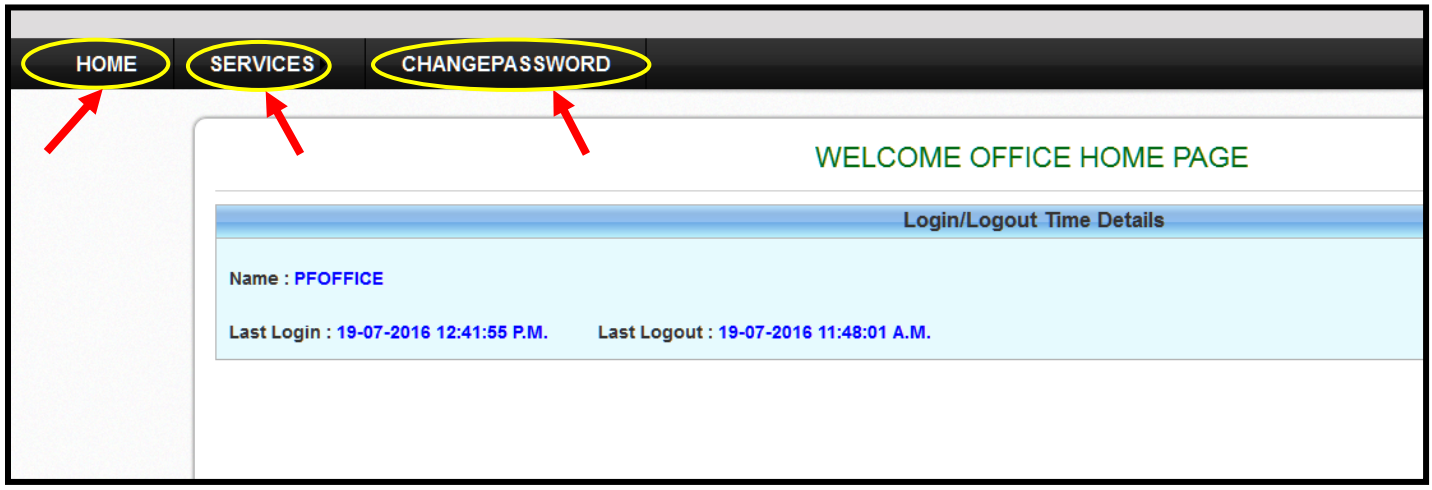


Fig 2 Office Home Page

4.1 HOME

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

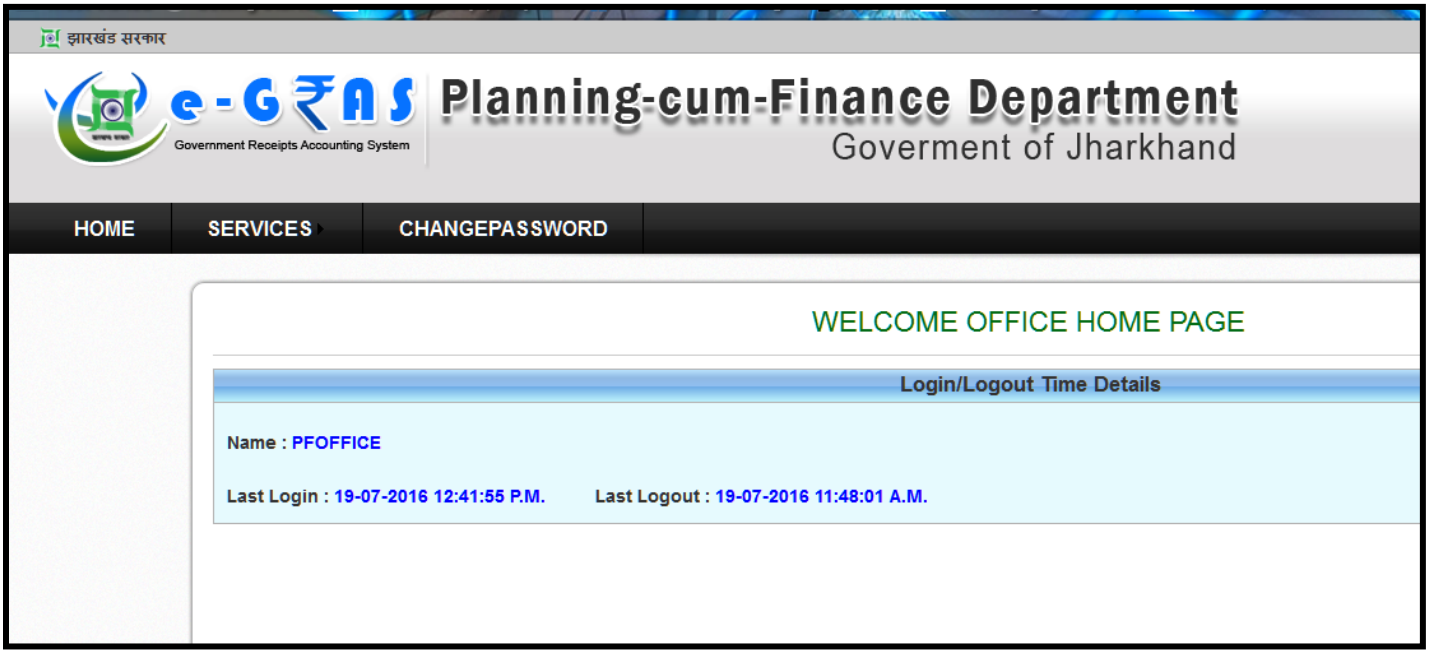


Fig 2 a. Office Home

4.2 SERVICES > DEFACE CHALLAN

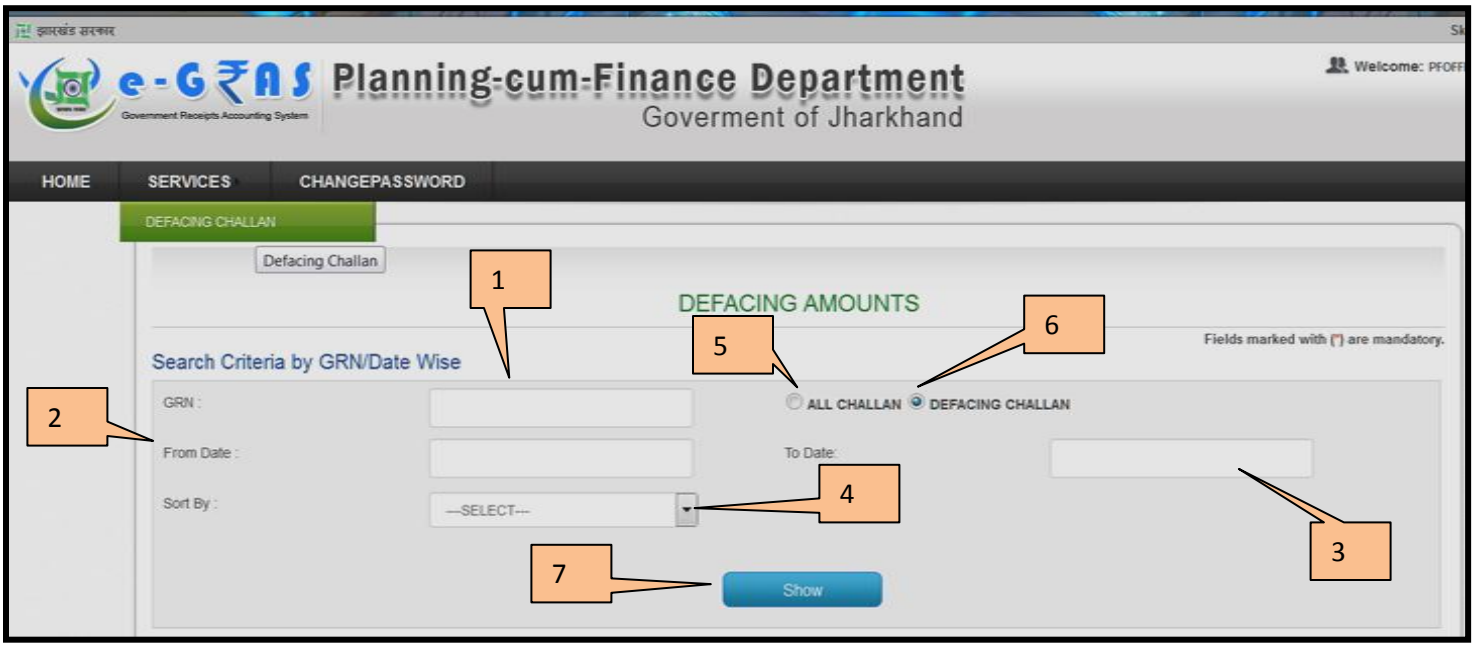


Fig. 3 Deface Challan

Under the Department Role tab the Deface Challan option (Fig. 3) allows the Office user to view details about the challan by searching them date-wise or by GRN no. The challan amount can be defaced as required. The ***Defacing Challan*** page is explained as follows:

1. **GRN:** Enter the GRN number for searching any particular challan.

2. **FROM DATE:** Select the starting date from which challans are to be searched (Fig. 3a).

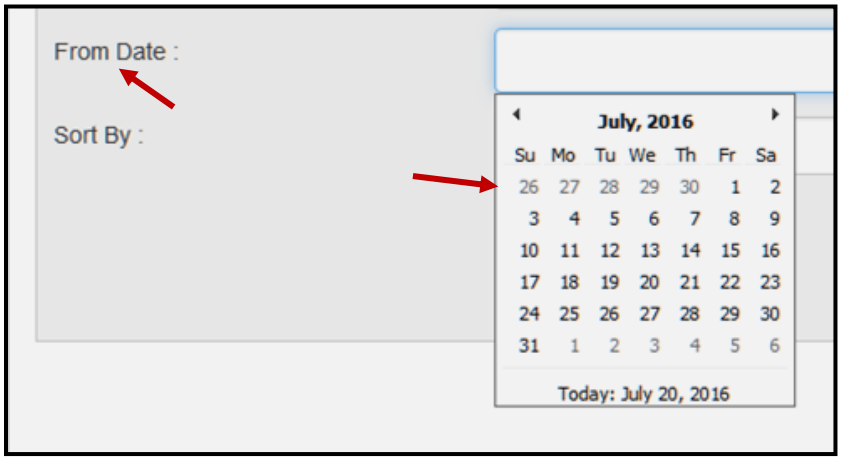


Fig. 3a

3. **TO DATE:** Select the ending date till which challans are to be searched (Fig. 3b).

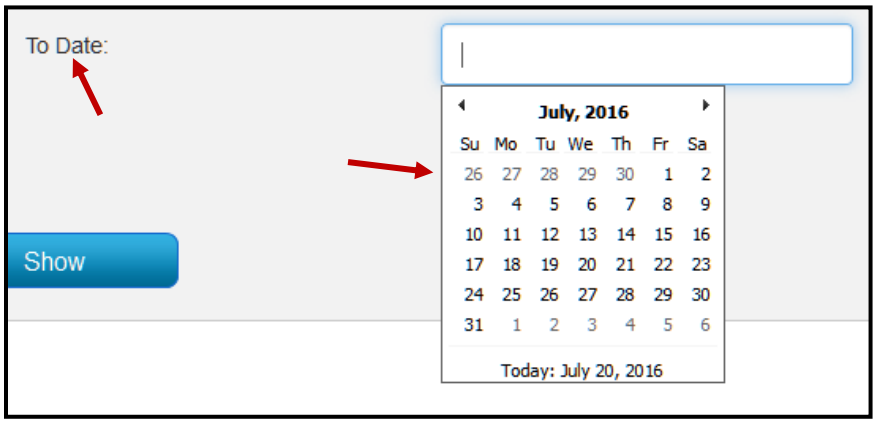


Fig. 3b

4. **SORT BY:** Select the appropriate option (BOOKED / CANCEL / FAIL / SUCCESS) by which challans are to be sorted (Fig. 3c).

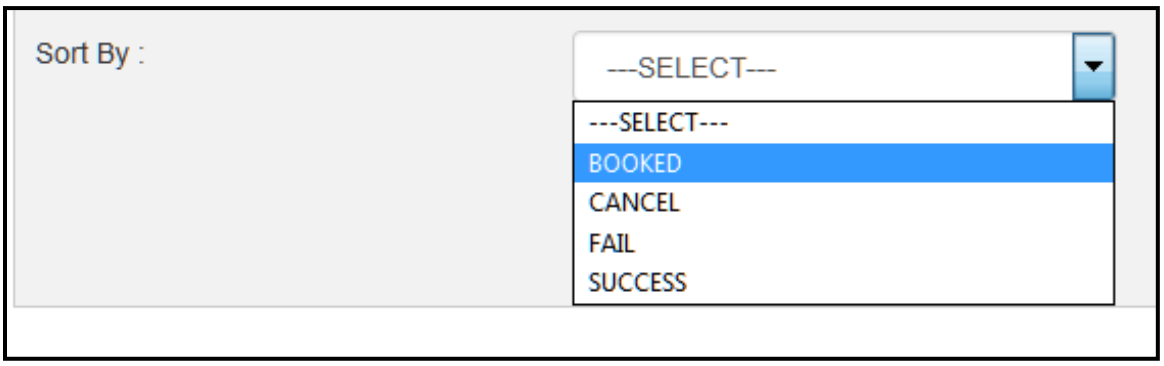
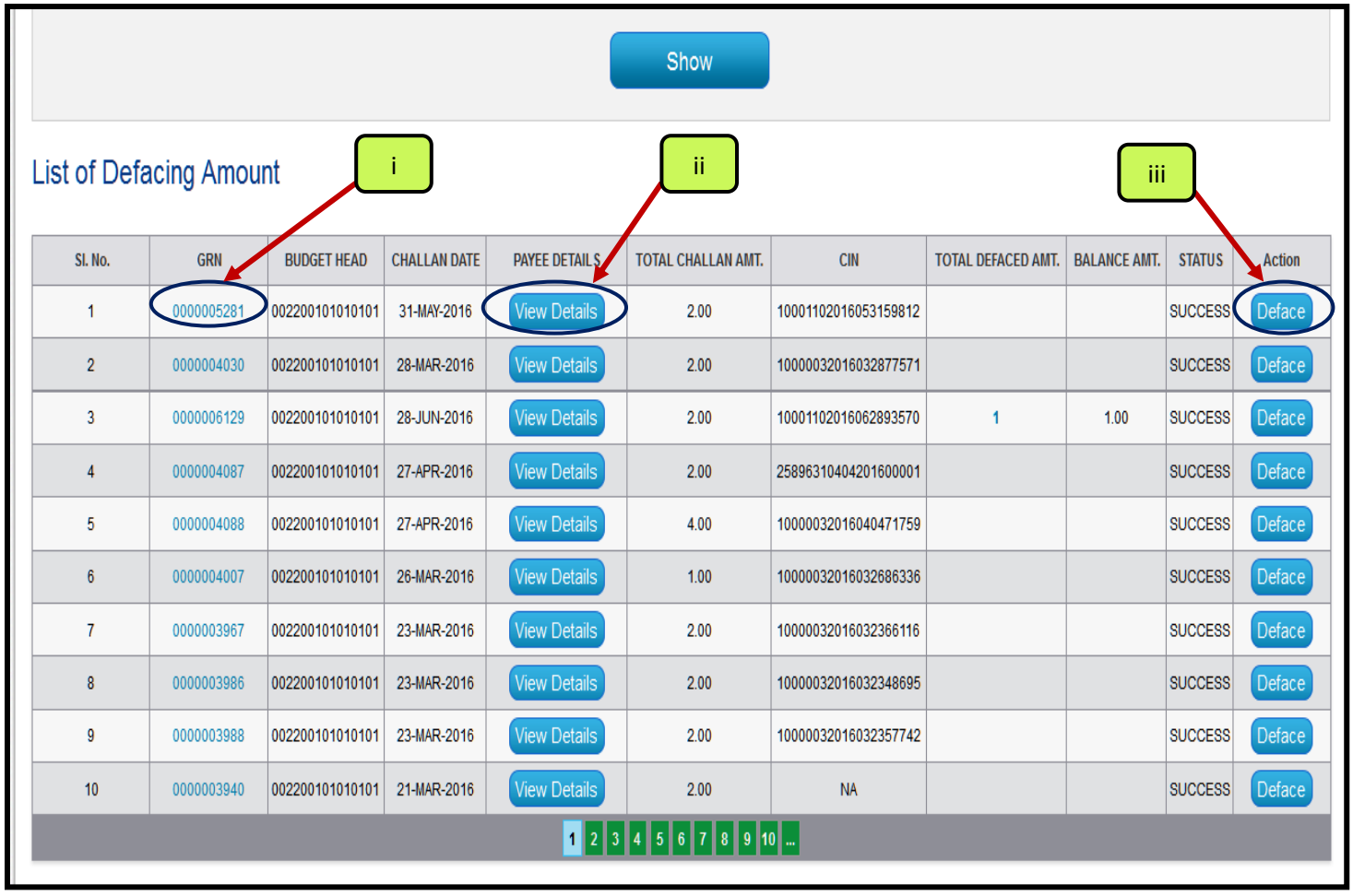


Fig. 3c

5. **ALL CHALLAN:** Select this option for displaying all challans (Booked / Cancelled/ Fail / Success / Defaced) as per the search criteria.

6. **DEFACING CHALLAN:** Select this option for challans which has not been defaced.

7. **SHOW:** Click this button after selecting the appropriate search criteria for displaying the list of challans based on the search parameters (Fig. 3d).



Sl. No.	GRN	BUDGET HEAD	CHALLAN DATE	PAYEE DETAILS	TOTAL CHALLAN AMT.	CIN	TOTAL DEFACED AMT.	BALANCE AMT.	STATUS	Action
1	0000005281	002200101010101	31-MAY-2016	View Details	2.00	10001102016053159812			SUCCESS	Deface
2	0000004030	002200101010101	28-MAR-2016	View Details	2.00	10000032016032877571			SUCCESS	Deface
3	0000006129	002200101010101	28-JUN-2016	View Details	2.00	10001102016062893570	1	1.00	SUCCESS	Deface
4	0000004087	002200101010101	27-APR-2016	View Details	2.00	25896310404201600001			SUCCESS	Deface
5	0000004088	002200101010101	27-APR-2016	View Details	4.00	10000032016040471759			SUCCESS	Deface
6	0000004007	002200101010101	26-MAR-2016	View Details	1.00	10000032016032686336			SUCCESS	Deface
7	0000003967	002200101010101	23-MAR-2016	View Details	2.00	10000032016032366116			SUCCESS	Deface
8	0000003986	002200101010101	23-MAR-2016	View Details	2.00	10000032016032348695			SUCCESS	Deface
9	0000003988	002200101010101	23-MAR-2016	View Details	2.00	10000032016032357742			SUCCESS	Deface
10	0000003940	002200101010101	21-MAR-2016	View Details	2.00	NA			SUCCESS	Deface

1 2 3 4 5 6 7 8 9 10 ...

Fig. 3d

After the *List of Defacing Amount* is displayed following options are available:

i) Click on **GRN** no. to view the Challan details (Fig. 3e).

Fig. 3e

ii) Click on ***View Details*** to view the Payee details (Fig. 3f).

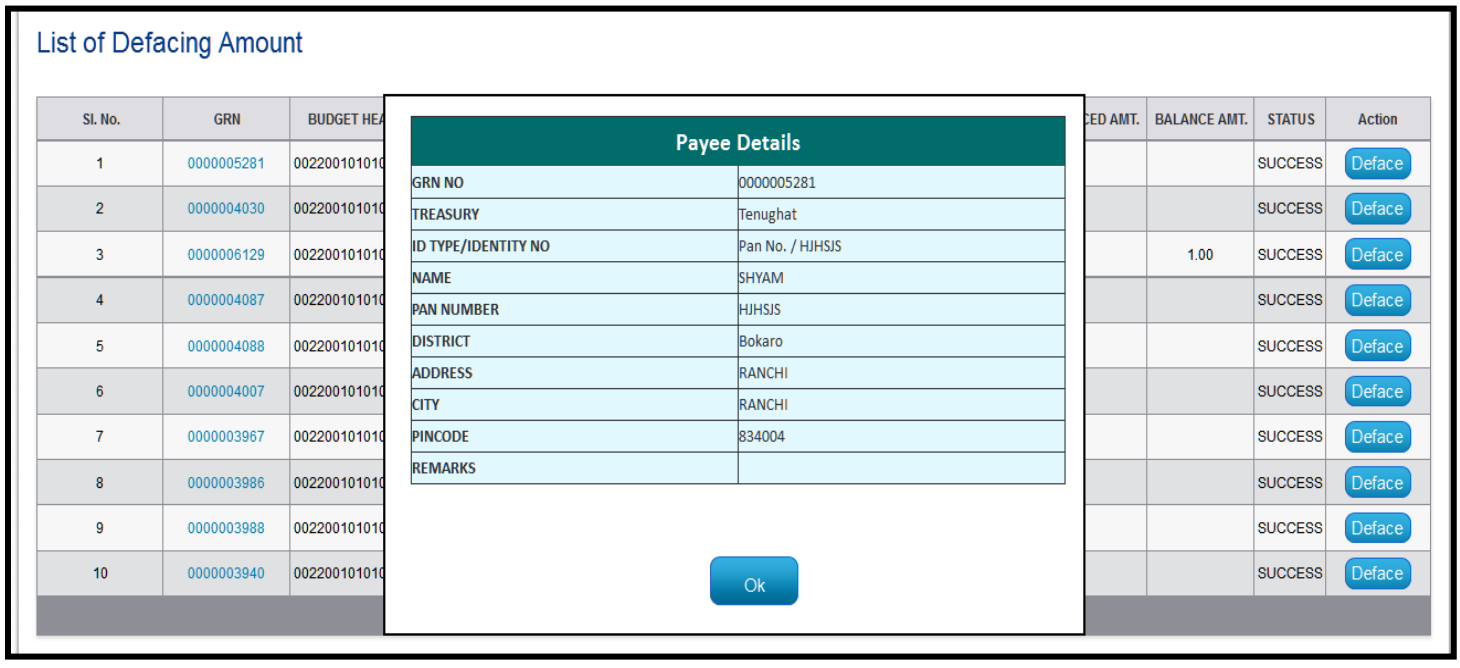


Fig. 3f

iii) Click on ***Deface*** under the *Action* column on extreme right to open the deface option.

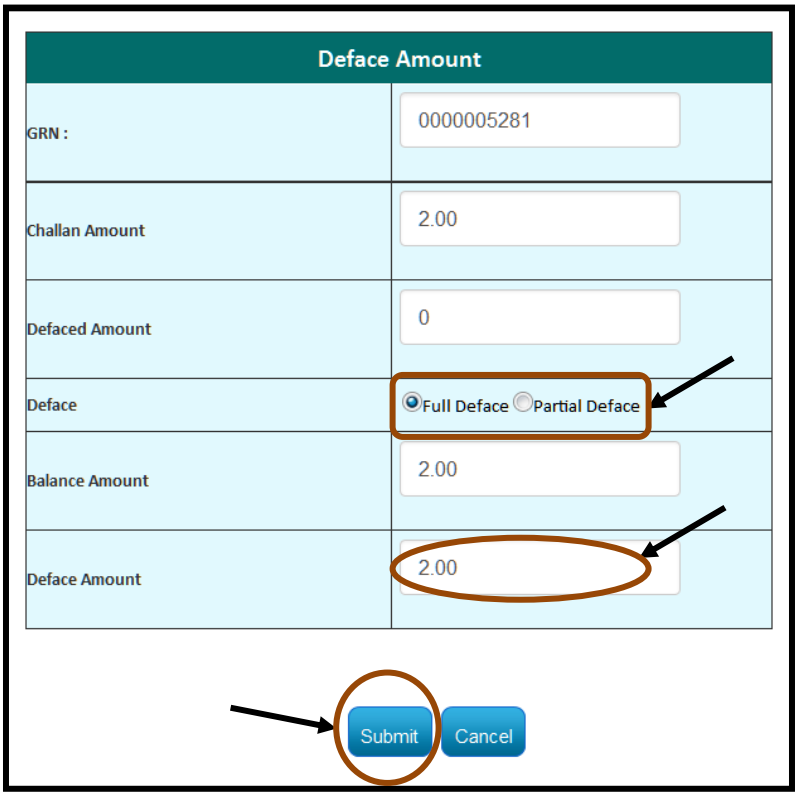


Fig. 3g

The steps to **Deface** the amount is as follows (Refer to Fig. 3g):

a. The user can select **Full Deface (***For defacing the entire balance amount***)** or **Partial Deface (***For defacing a part of the balance amount***)** depending upon his / her requirement.

b. Fill the **Deface Amount.**

c. Click **Submit**

4.3 CHANGE PASSWORD

The **CHANGE PASSWORD** option allows the Office user to change their existing password (Fig. 4).

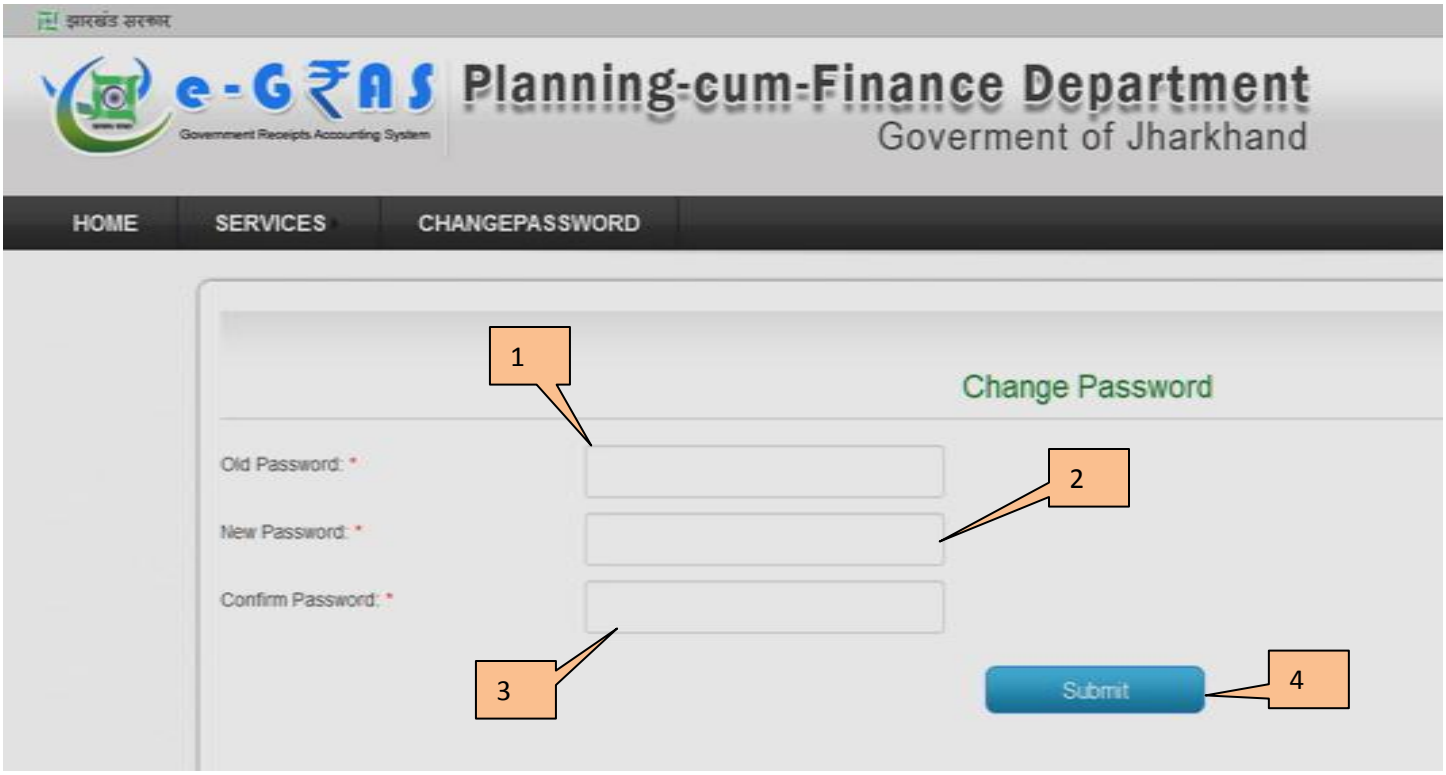


Fig. 4

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.