झारखण्ड सरकार
सत्यमेव जयते
GOVERNMENT OF JHARKHAND

e-GRAS
Government Receipts Accounting System

Finance Department
Government of Jharkhand

TREASURY OFFICER USER MANUAL

Je-GRAS

(e-Government Receipts Accounting System)

Treasury Officer User Manual

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INDEX

TOPIC	PAGE NO.
1. Introduction	4
2. Je-GRAS Process	5
3. Internal User Login	7
4. Treasury Officer Login	8
a. HOME	9
b. MANAGE SCROLL	10
c. RECONCILIATION	13
d. CHANGE PASSWORD	16

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 four 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. TREASURY OFFICER LOGIN

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

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

ii. **MANAGE SCROLL**

iii. **RECONCILIATION**

iv. **CHANGE PASSWORD**

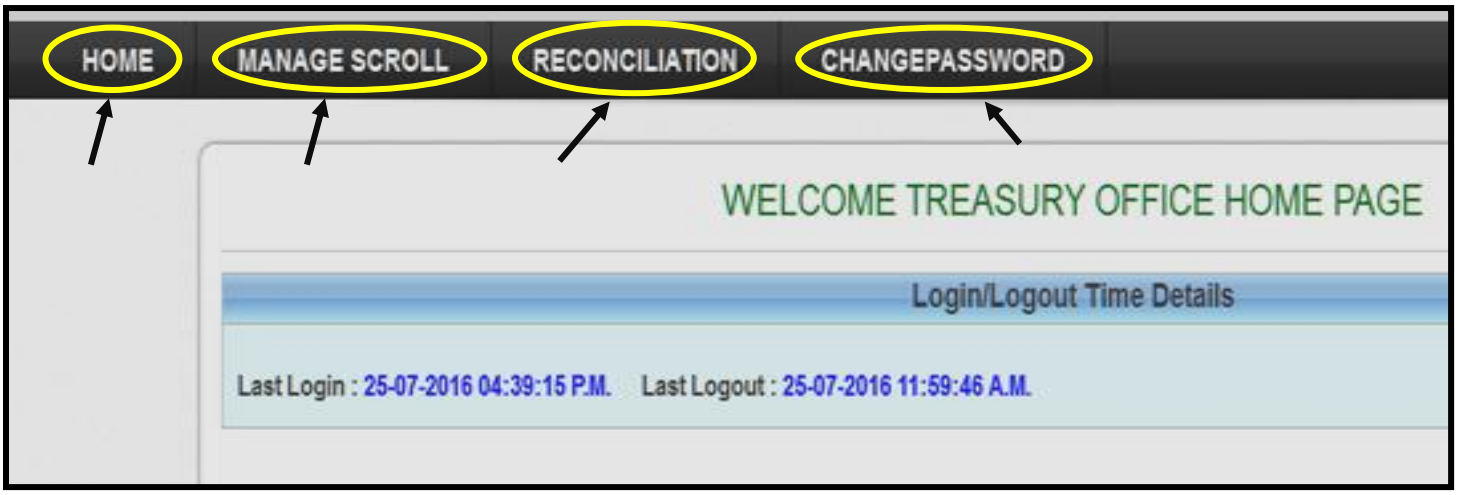


Fig. 2 Treasury Officer Home Page

4.1 HOME

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

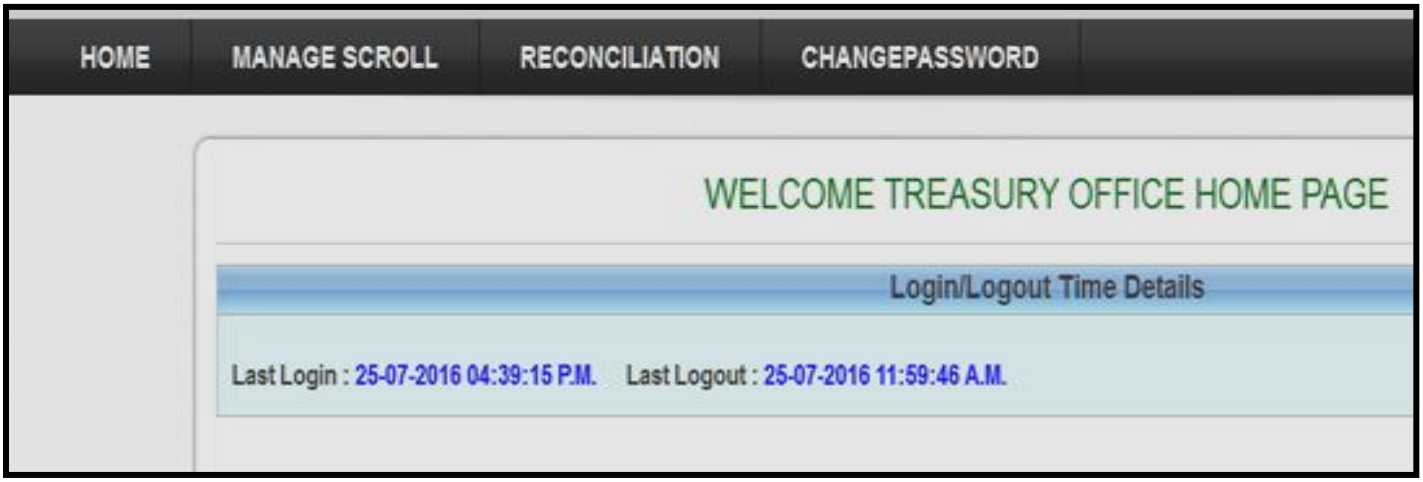


Fig. 2a Treasury Officer Home Page

4.2 MANAGE SCROLL

The Treasury Officer can view the list of scrolls uploaded by the bank by clicking on the ***MANAGE SCROLL*** tab (Fig. 3).

Fig. 3

The specific scroll or list of scrolls can be searched based on the following criteria:

1. **GRN**: Search scrolls on the basis of GRN (Government Reference Number) received at the time of generation of the challan.

2. **Bank REFNO**: Search scrolls on the basis of Bank Reference Number received at the time of generation of the challan.

3. **Bank IFSC CODE**: Search scrolls on the basis of Bank IFSC code.

4. **Head of Acc**: Search scrolls on the basis of Account head.

5. **Paid From Date**: Select the starting date from which scrolls needs to be searched (Fig. 3a).

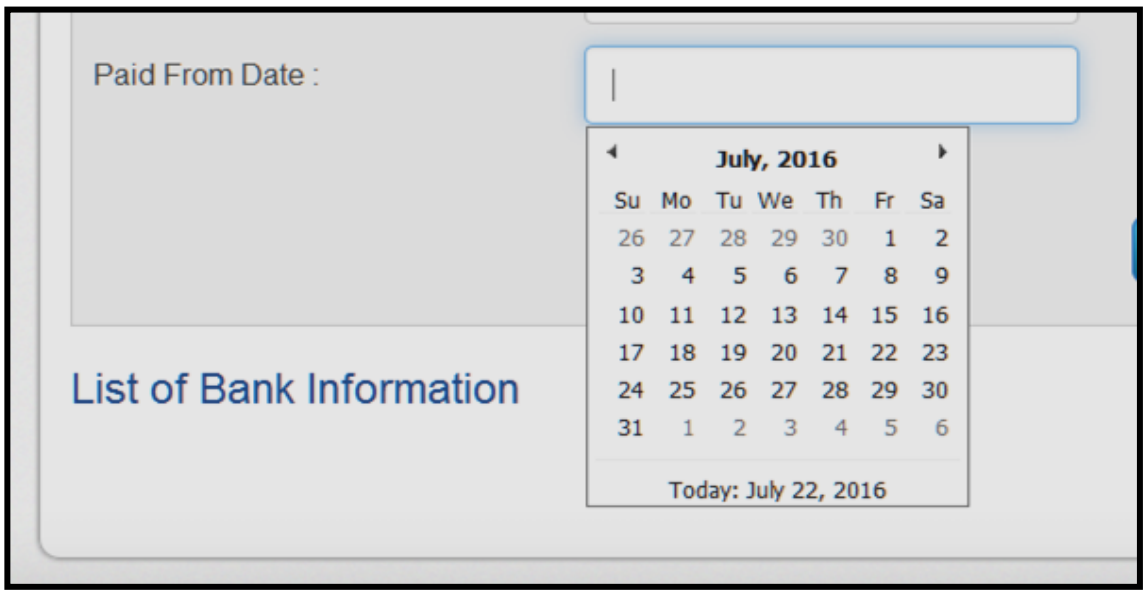


Fig. 3a

6. **To Date**: Select the end date till which scrolls need to be searched (Fig. 3b).

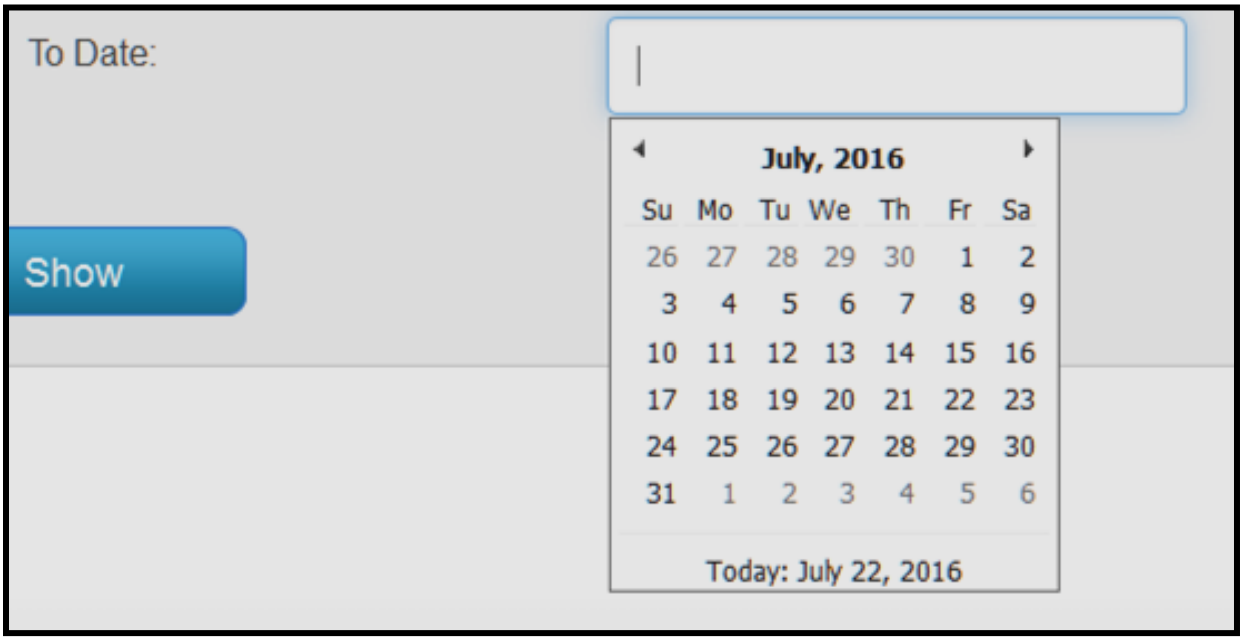


Fig. 3b

7. **Show**: Click the *Show* button after entering the required search criteria to display the list of scrolls (Fig 3c).

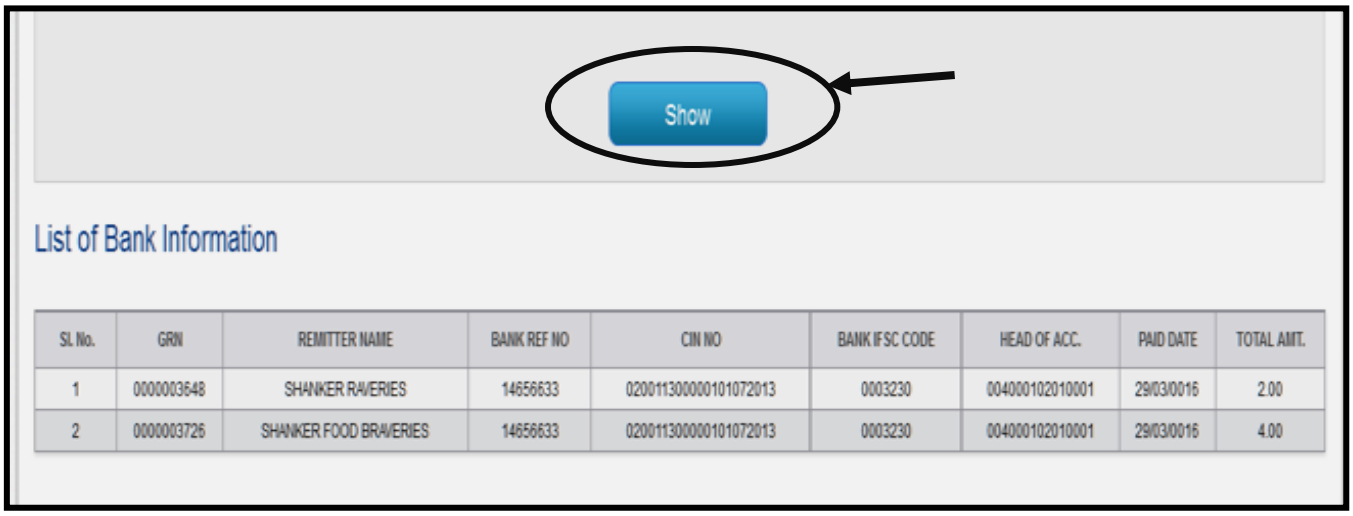


Fig. 3c

4.3 RECONCILIATION

The ***Reconciliation*** option allows the Treasury Officer to view the scroll details on the basis of particular parameter, such as *matching / non-matching* of records and *not uploaded* scrolls (Fig. 4).

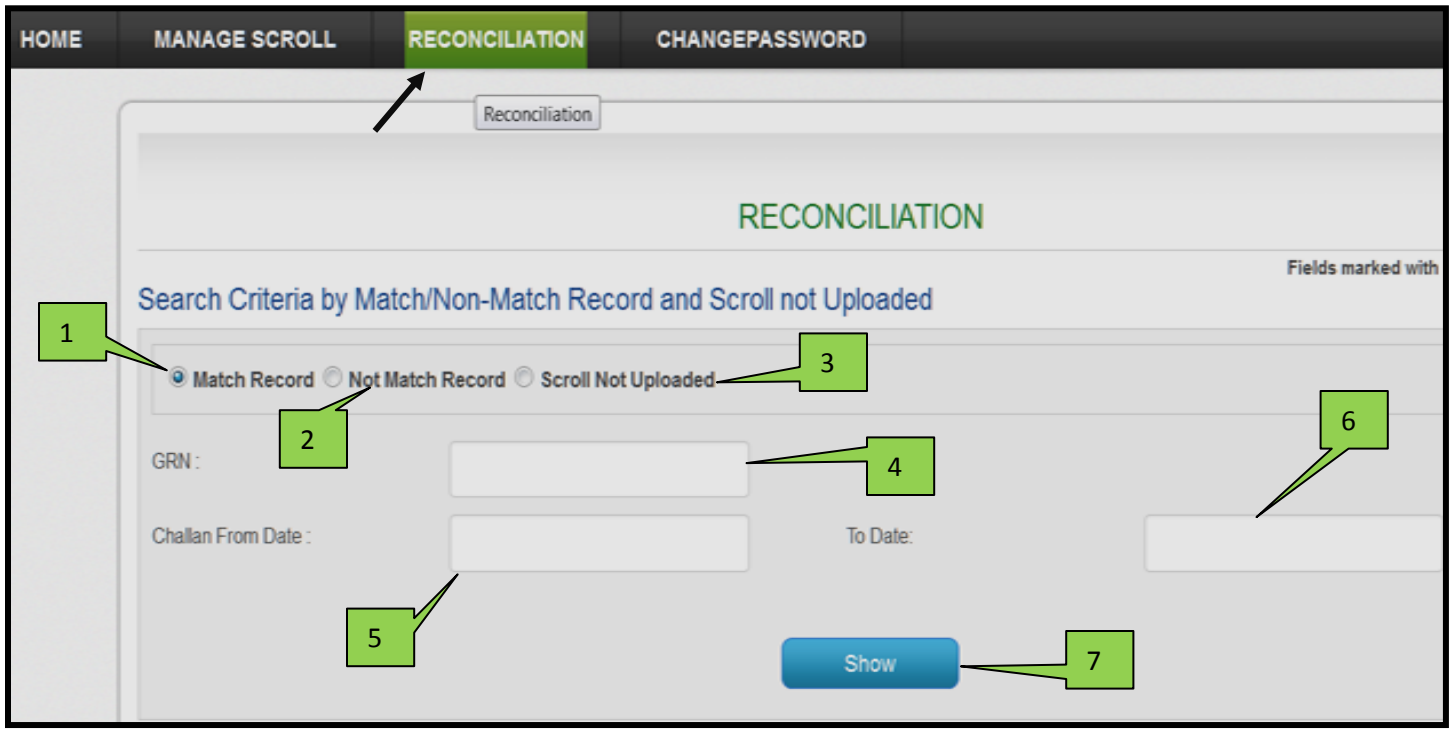


Fig. 4

The **RECONCILIATION** page is explained as follows:

1. **Match Record**: Selecting this option displays the list of Scrolls that are *fully defaced*.

2. **Not Match Record**: Selecting this option displays the list of Scrolls that are *partially defaced* (Fig. 4a).

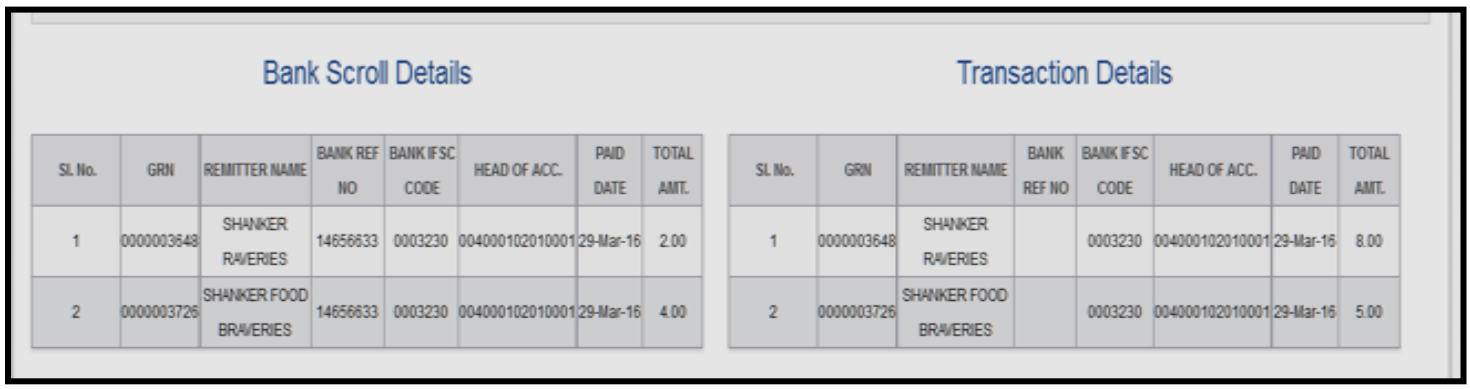
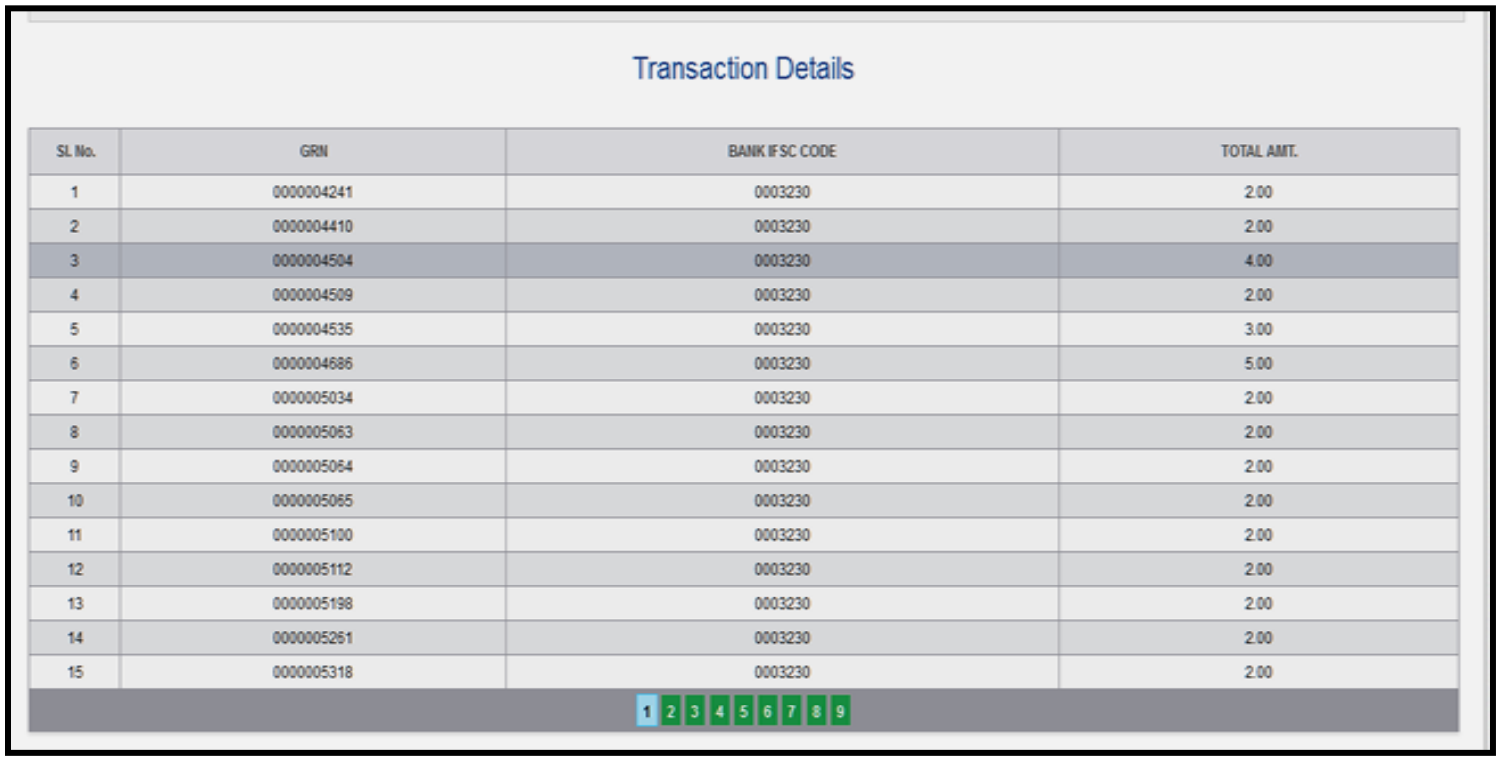


Fig. 4a

3. **Scroll Not Uploaded**: Selecting this option displays the list of Scrolls which are not uploaded by the bank (Fig. 4b).



Transaction Details

Sl. No.	GRN	BANK IFSC CODE	TOTAL AMT.
1	0000004241	0003230	2.00
2	0000004410	0003230	2.00
3	0000004504	0003230	4.00
4	0000004509	0003230	2.00
5	0000004535	0003230	3.00
6	0000004686	0003230	5.00
7	0000005034	0003230	2.00
8	0000005063	0003230	2.00
9	0000005064	0003230	2.00
10	0000005065	0003230	2.00
11	0000005100	0003230	2.00
12	0000005112	0003230	2.00
13	0000005198	0003230	2.00
14	0000005261	0003230	2.00
15	0000005318	0003230	2.00

1 2 3 4 5 6 7 8 9

Fig. 4b

4. **GRN**: Enter the *Government Reference Number* (GRN) for searching a particular challan details.

5. **Challan From Date**: Select the starting date from which challans needs to be searched (Fig. 4c).

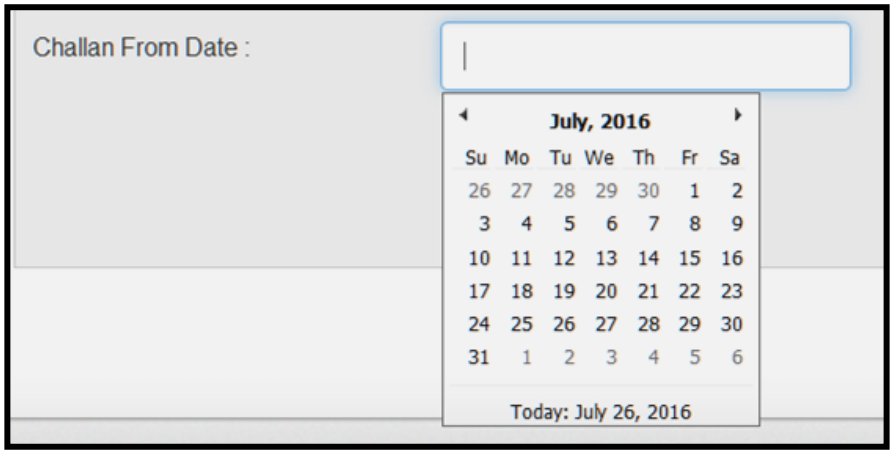


Fig. 4c

6. **To Date**: Select the end date till which the challans need to be searched (Fig. 4b).

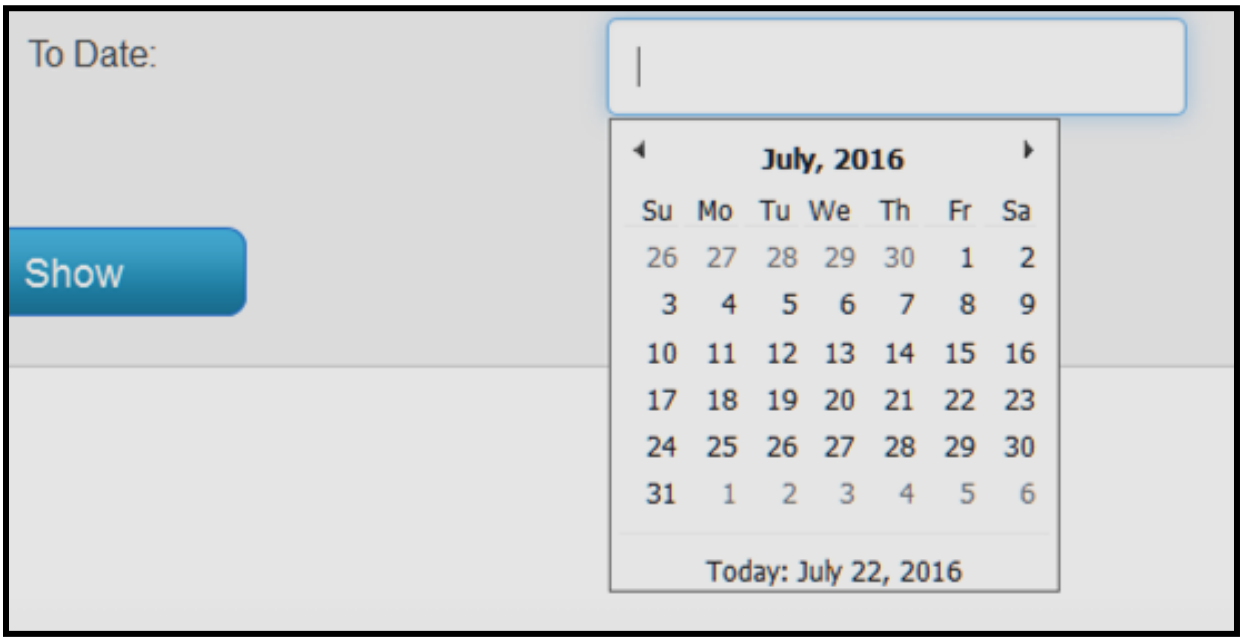


Fig. 4b

7. **Show**: Click the *Show* button after entering the required search criteria to display the list of scrolls (Fig. 4a, 4b).

4.4 CHANGE PASSWORD

The **CHANGE PASSWORD** option allows the Treasury Officer to change his / her existing password (Fig. 5).

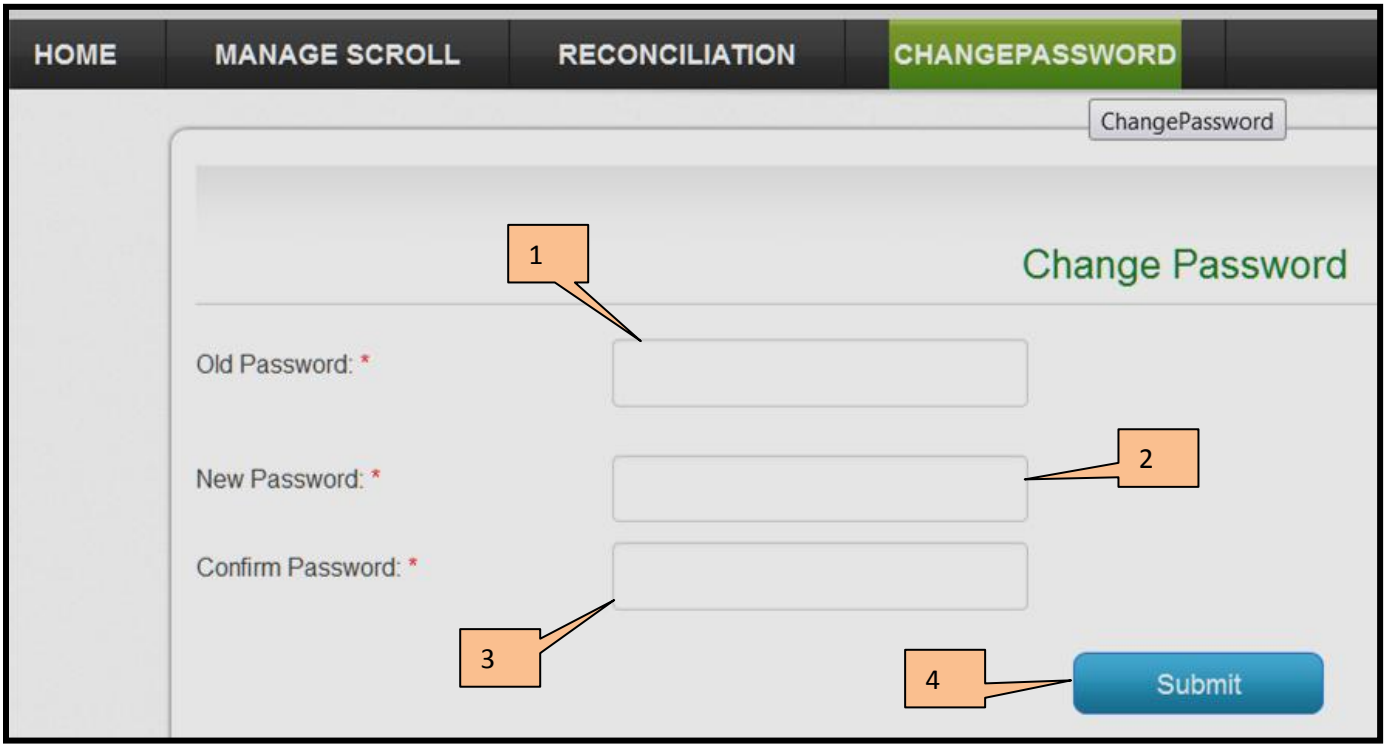


Fig. 5

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.