



## Login by Guest User into e-GRAS Application and Creation of Challan:

1. User can login by entering “guest” as “Username” and “guest” as “Password” as shown in below mentioned screen.

**Login to Your Account**

guest

.....

Enter the result of equation:  
7x9=63

Login

2. Upon login, below mentioned screen will appear. Here User to select the “**Category**” as shown in below mentioned screen.

Finance Department  
Government of Haryana

e-GRAS  
Government Receipt Accounting System

Welcome : guest Date : 24-04-2017

Guest Home Profile Prepare Stamp Paper Stamp Paper Refund Generate Grn and Stamp paper Logout

**Guest Schema**

For Making Payment for more than one purpose on single challan please select Department and major head.

Select Category : --Select Category--

Select Purpose of payment

Department:-  
--Select Department for which payment is to be made--

Please read the instruction below

Now you can make any type of Government payment as well as generate Govern making Government payment as well as for generating stamp paper.

(i) Log in at the site https://egrashry.nic.in by using "guest" as user id and pass by you, then you should get yourself registered online on this site by providing s

(ii) Select the Category and the purpose of payment from the list provided. If the

(iii) In case purpose is selected from the list, then a challan filled up with releva be filled up by providing other relevant details. If "others" is selected then select head of account from the list provided. Select the district/sub district where offic details

Application/Examination fee  
CST  
Election  
Employee  
Entertainment Tax  
Excise Tax and Liquor Permit Fees  
Goods Tax  
Judicial Stamps  
LADT  
Land Compensation  
Marriage Registration Fee  
New Pension Scheme  
Non Judicial Stamps and Document Registration Fees  
Other Administrative Services  
Passenger Tax  
Police Fee  
RTI  
Tuition Fee  
VAT  
Vehicles Registration & Driving Licence

Back

steps for

sactions carried

"others".

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n select the

Fill up other

Note – After login as Guest, selected Scheme’s challan Page will be opened and User does not require making any profile for this purpose as shown in above mentioned screen.

3. After that user to select “**Purpose of Payment**” according to the “scheme” for which wants to generate the challan.

**Guest Schema**

For Making Payment for more than one purpose on single challan please select Department and major head.

Select Category : Application/Examination fee

Select Purpose of payment

Department:-  
--Select Department for which payment is to be made--

Please read the instruction below

--Select Purpose of payment--

Application/Examination fee  
Application/Examination fee for Staff Selection Commission-SSC  
Application/Examination fee for State Public Service Commission-PSC  
Fees from the Application to the Harvaha Police Recruitment Board-PRB



## Instructions for Creating Challan in e-GRAS Application

4. Upon selection of “**Purpose of Payment**”, respective “**Department**” & “**Major Head**” will be automatically selected as shown in below mentioned screen:

Guest Schema	
For Making Payment for more than one purpose on single challan please select Department and major head.	
Select Category :	Application/Examination fee
Select Purpose of payment	Application/Examination fee for Staff Selection Commission-SSC
----OR----	
Department:- Haryana Staff Selection Commission-SSC	Major Head:- 0051-Public Service Commission
Submit    Reset	

5. Alternative of Point - 3, User may select directly “**Department**” and “**Major Head**” instead of selecting “**Purpose of Payment**” as shown in below mentioned screen:

Guest Schema	
For Making Payment for more than one purpose on single challan please select Department and major head.	
Select Category :	Application/Examination fee
Select Purpose of payment	--Select Purpose of payment--
----OR----	
Department:- Haryana Staff Selection Commission-SSC	Major Head:- --Select Major Head--
<b>Please read the instruction below</b>	
Now you can make any type of Government payment as well as generate Government making Government payment as well as for generating stamp paper.	
(i) Log in at the site https://egrashry.nic.in by using "guest" as user id and password by you, then you should get yourself registered online on this site by providing s	
(ii) Select the Category and the purpose of payment from the list provided. If the	
(iii) In case purpose is selected from the list, then a challan filled up with relevant be filled up by providing other relevant details. If "others" is selected then select head of account from the list provided. Select the district/sub district where office details	
(iv) In case of payments to be made for Head of account "0030" which requires s phone number and select a security question and give its correct answer. This s	
--Select Major Head-- 0049-Interest Receipts 0050-Dividends and Profits 0051-Public Service Commission 0070-Other Administrative Services 0071-Contributions and Recoveries towards Pension & other Retirement Benefits 0075-Miscellaneous General Services 0202-Education, Sports, Art and Culture 0215-Water Supply and Sanitation 0216-Housing 7610-Loans to Government Servants etc. 8009-State Provident Funds 8011-Insurance and Pension Funds 8121-General and Other Reserve Funds 8342-Other deposits 8443-Civil Deposits 8448-Deposits of Local Funds 8658-Suspense Accounts	

6. After selection, User to click on “**Submit**” Button. Upon clicking, E-Challan Page will be opened. On this page, User to enter 4 types of information.

- 6.1 Detail of the office of selected department for which payment is to be made - Here User to select “**District**”, “**Treasury**”, “**Office Name**”, “**PAN No.(If Applicable)**”, “**Year**” and after that selects “**period**”. After that, enters “**Nature of Tax payment**”, “**Amount**”, “**Total/Net Amount**”, “**Deduct: Commission**” and then “**Amount (in Words)**”. After entering amount details, User to select “**Security Question**” then to enter “**Email**” and “**Mobile No**”.

Detail of the office of Accountant General, Haryana Department for which Payment is to be made:			
District *	Chandigarh	Profile Name	GIS
Treasury *	00-Chandigarh	Department *	Accountant General, Haryana
Office Name *	9999-AG Haryana	PAN No.(If Applicable)	
Year(Period)	2013-14	-Select Period-	
BudgetHead		Amount in Rs.	
1. GIS-N.A-N.A (8011-51-107-51-51)		100	
Total/NetAmount(₹)	100	Deduct:Commission	0
One Hundred Rupees			



## Instructions for Creating Challan in e-GRAS Application

6.2 Payment Detail - Here to select “Manual” or “E-Banking” in “Type of Payment” option. If user selects “Manual Option”, then has to deposit the printout of the challan at the Selected Bank. If user selects “E-Banking” option, then enter details of his Bank online and deposit then payment in Government Receipt directly. For this, no need to visit any Bank. After that, select “Name of Bank”. Apart from this, if any one wants to deposit amount via Draft then enter information in next column.

Total/NetAmount(₹)	100	Deduct:Commission	0
Amount in Words	One Hundred Rupees		
<b>Payment Details :</b>			
Type Of Payment	<input checked="" type="radio"/> Manual <input type="radio"/> E-Banking	Name of Bank*:	--Select Bank-- State Bank of India, Chandigarh
Please enter(Cheque No. / Date / Name of Bank)			

6.3 Personal Detail - Here to enter information in columns i.e. “Tender’s Name”, “Identity (if any)”, “PIN”, “Town / City / District”, “Address” and “Particular (Nature/Purpose of Payment)”.

<b>Personal Detail :</b>			
Tender's Name*		Enter your Identity (if any)	
PIN		Town/City/District	
Address *		Particular(Please specify nature /Purpose of payment) *	
			Remaining Words: <input type="text"/>
<b>Add Extra Details on Challan :</b>			<input type="button" value="Add More Details"/>
<input type="button" value="Submit"/>		<a href="#">Back</a>	

6.4 Add Extra Detail on Challan: - If wants to enter any extra Detail with Challan, then click on “Add more detail” button. On clicking, a new page will be opened which has “New Add detail” button. When it is clicking, system will ask for Rows and Columns from system as shown in below mentioned screen. Here enter information and Save the same. This information will be added with the Challan. After that, click on “**Submit**” button.

<b>Add Extra Details</b>				
<input type="button" value="New Add Detail"/>				
* Maximum 20 Character with Dot(.),Bracket(),Space,UnderScore(_),Forward Slash(/) is Allow in each Column. !				
Total Line:-	<input type="text" value="5"/>	Total Column:-	<input type="text" value="5"/>	<input type="button" value="Show"/>
Sr. No.	Name	Draft No.	Date	Amount
1				
2				
3				
4				



## Instructions for Creating Challan in e-GRAS Application

6.5 Upon clicking, Challan will be generated. If User feels, had done any mistake in challan generated, and then click on “**Back**” button as shown in below mentioned screen and go back to previous screen to correct the mistake.


6.6 If Challan is correct, then take its printout by clicking on “**Print**” button. Apart from this, if anyone has added any extra details with the challan, then click on “View Extra Detail” and take the print of that as well. After this, deposit the amount in the Bank mentioned at the bottom side of the printed Challan. No need not go in any Treasury / Sub – Treasury, amount can be deposit directly in the Bank.

6.5

NOTE: -(i) For making any changes please click Back Button. (ii) Once Print Button is Click you can't go back

6.6

Note :->This is Sample Challan.Bank should not accept this.

DDO Code: 0522	E - CHALLAN	Bank/ Treasury
	Government of Haryana	Copy
Valid Upto: 23-05-2017 (Cash)		
	17-05-2017 (Chq./DD)	
GRN No.: 0026984691	Date: 05 May 2017 11:58:41	
Office Name: 0522-Secy Staff Service Commission Panchkula		
Treasury: Chandigarh		
Period: (2017-18) One Time		
<b>Head of Account</b>	<b>Amount</b>	<b>₹</b>
0051-51-103-99-51 Fees from Application		100
PD AcNo 0		
Deduction Amount: ₹		0
TotalNet Amount: ₹		100
₹ One Hundred only		
<b>Tenderer's Detail</b>		
GPP/PRAN/TIN/Act. no./VehicleNo/Taxid:-		
PAN No:		
Tenderer's Name: Kapil		
Address: 233 Sector 1 Ambala -		
Particulars: For HSSC Fee adv 5 2016		