



e - 6 7 1 S Planning-cum-Finance Department Government of Jharkhand

USER MANUAL



Je-GRAS

(https://finance-jharkhand.gov.in/jegras/)

(e-Government Receipts Accounting System) User Manual

©PMU, Planning-cum-Finance Department, Govt. Of Jharkhand

(Last Updated on 13/06/2017)

INDEX

T	OPIC		PAGE NO.		
1. Int	1. Introduction				
2. Je-	2. Je-GRAS Process				
3. Us	3. User Login				
4. Ne	8				
5. We	elcome	Online Registered User Page	11		
	5.1	Manage Personal Details	12		
	5.2	Transaction History, Download Challan	13-15		
	5.3	Create Head Profile	16		
	5.4	Pay Now	17		
	5.5	Search Receiving Office and Head	26		
	5.6	Change Password	28		
6. Gu	Guest Login				
	6.1	Government Payment (Guest Schema)	30		
	6.2	Download Challan	37-38		
	6.3	E-Challan Specimen copy	40-41		
7. AN	NEXUR	E I			
	7.1	How to Add/Reprint Employee extra details in case of GLI/GPF/CPS challans?	42		

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. USER LOGIN

There are two types of login options in Home Page:

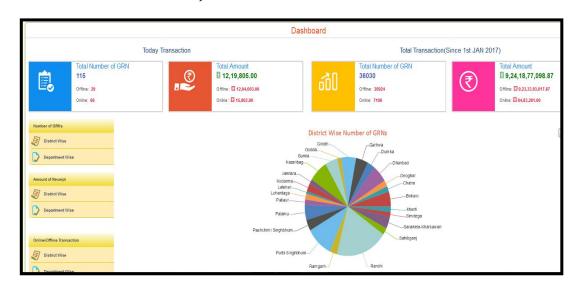
- a) Non Registered User or Guest login
- b) Registered User login



Home Page

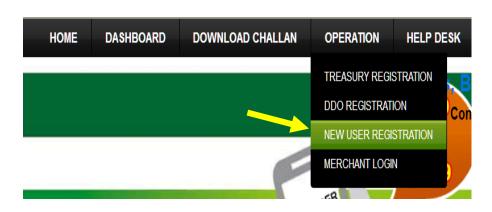
The home page displays the links for both types of user login. Users who want to register can use the 'New User? Sign Up' link to register.

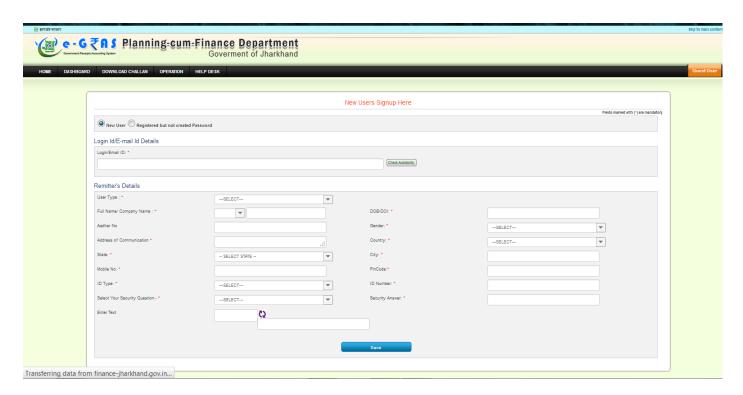
Click on the **DASHBOARD** to view the Je-GRAS transaction details status for entire state.



Users who want to register themselves into the Je-GRAS can use the '*New User? Sign Up'* or **OPERATION>NEW USER REGISTRATION** link to fill in the required details for registration.







New User Sign Up Page

➤ Login Id/E-mail Id Details

Enter a valid E-mail ID which will be the User ID for logging into the Je-GRAS system.

User Type

Select user type. It can be either Individual or Organization.

> Full Name/ Company Name

Enter the full user name or organization name.

> DOB/DOI

Enter Date of Birth (DOB) for individual user type and Date Of Incorporation (DOI) for organization.

> Aadhar No

Enter Aadhar / UID number

> Gender

Select Gender (Male / Female / Transgender)

> Address of Communication

Enter a valid address of communication which will be used to further communicate with the user.

> Country

Select the residing Country.

> State

Select the residing state.

> City

Enter the residing city name.

➣ Mobile No

Enter a valid mobile number. This number will be used to send the first login OTP.

> PIN Code

Enter the valid PIN code of the area where the user is residing.

> ID Type

Select the ID type for user validation and identification (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).

> ID Number

Enter the ID number of the ID type selected in ID Type option.

> Select Your Security Question

Select a security question for password recovery in case the user forgets his / her password or if the password has been hacked.

> Security Answer

Enter an answer for the security question selected.

> Enter Text

Enter the captcha text displayed. This is used to identify a human user and prevent any robotic access into the system.

> Save

Click the *Save* button to proceed.

After entering all the details an OTP is send to the user's mobile number. This number is used as the first password for default login into the system and user is prompted to create a new password. After this step the user is taken back to the Home page for Login.

5. WELCOME ONLINE REGISTERED USER PAGE



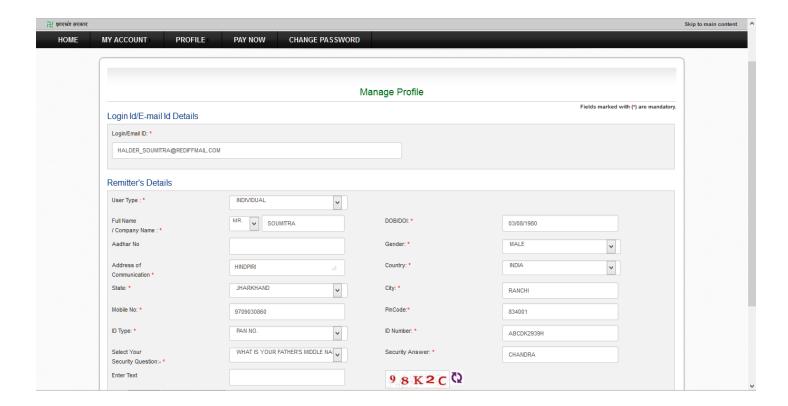
Welcome Online Registered User Page

When a Registered user logs into the system **Welcome Online User Home Page** is displayed with multiple tabs. The various option available are:

- MY ACCOUNT
 - MANGE PERSONAL DETAILS
 - TRANSACTION HISTORY
- HEAD PROFILE
 - CREATE HEAD PROFILE
- PAY NOW
- SEARCH RECEIVING OFFICE AND HEAD
- CHANGE PASSWORD

5.1 MY ACCOUNT > MANAGE PERSONAL DETAILS

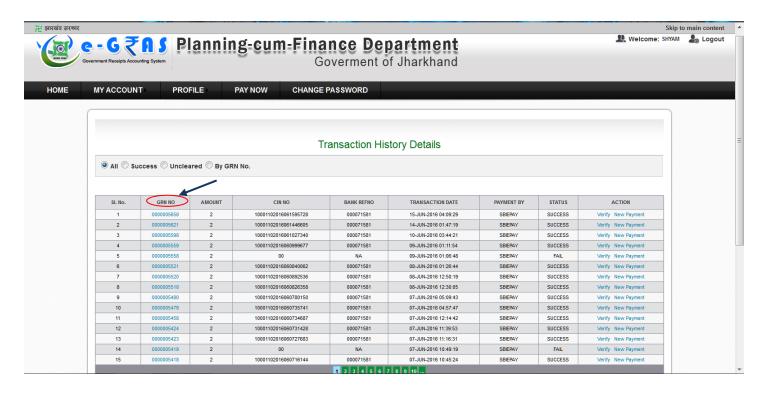
Users can edit and view their personal details. All the details mentioned during registration are available for viewing and editing except the e-mail ID.



5.2 MY ACCOUNT > TRANSACTION HISTORY

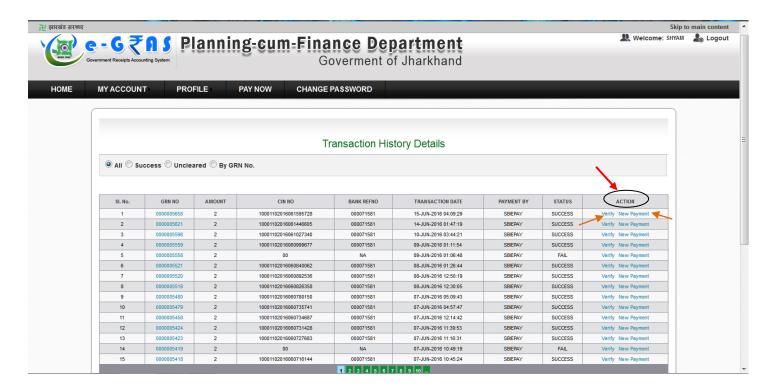
Users can view their transaction history as per the following selection:

- o **All** View all transactions irrespective of success, pending or failure.
- Success View only successful transactions.
- Uncleared View failed transactions.
- o **By GRN Number** Search particular transactions by GRN number.



✓ User can download the challan by directly clicking on the **GRN** no. Other than this user can click on **DOWNLOAD CHALLAN** option from Home page and enter the GRN no to download challan.

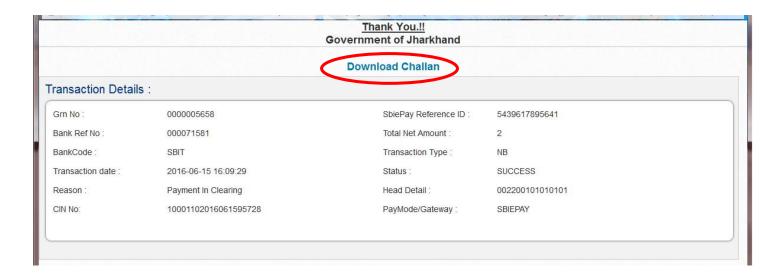




Under the **Action** column user has following options for each transaction:

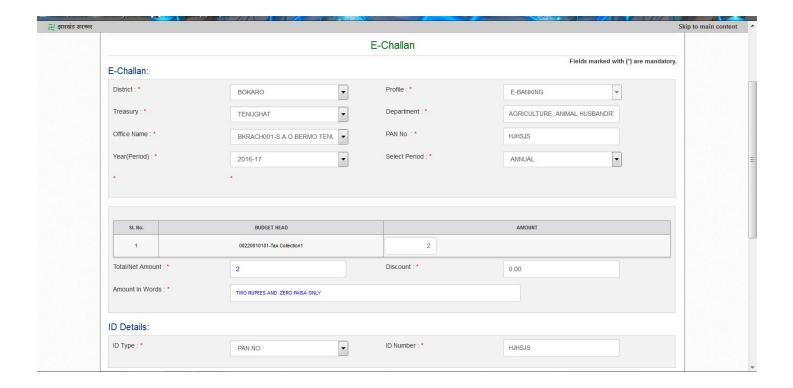
> Verify

User can select *verify* to see the transaction details. The **Download Challan** option is available along with the transaction details.



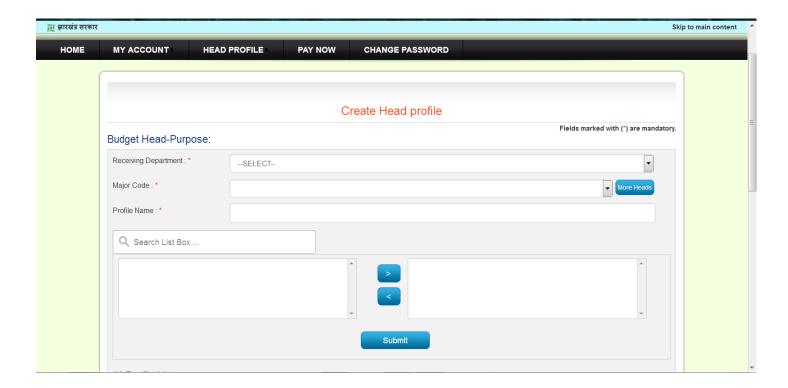
> New Payment

User can select *New Payment* option if he wishes to make another payment under the same E-Challan details. User will be prompted to the E-Challan filling page where all the details will be pre-filled. If the user wants to make any changes he can change the fields as per his requirements.



5.3 HEAD PROFILE > CREATE HEAD PROFILE

Users can create their head profile for easy transactions. Head *Profile must be created before making payments*. If the profile is created then many details would be set as default for that profile for future transactions and user doesn't have to fill in many details each time.

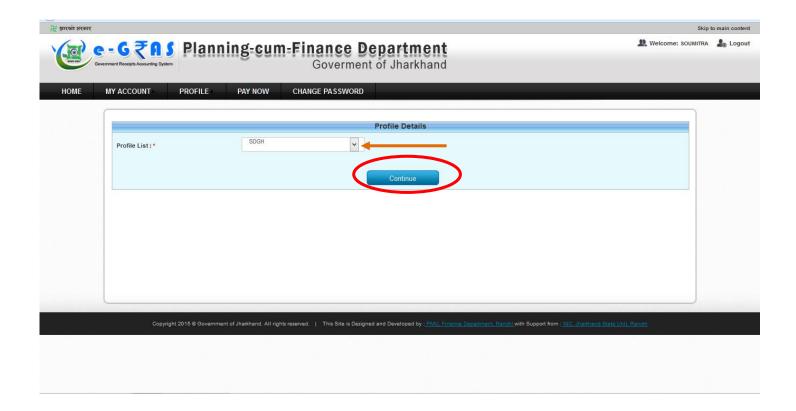


- 1. **Receiving Department:** Select the required department.
- 2. **Major Code:** Select the major code
- 3. **More Heads:** Click more info for any other Major Code to be added.
- 4. **Submit:** Select the profile to be added from the left box to right and click Submit.

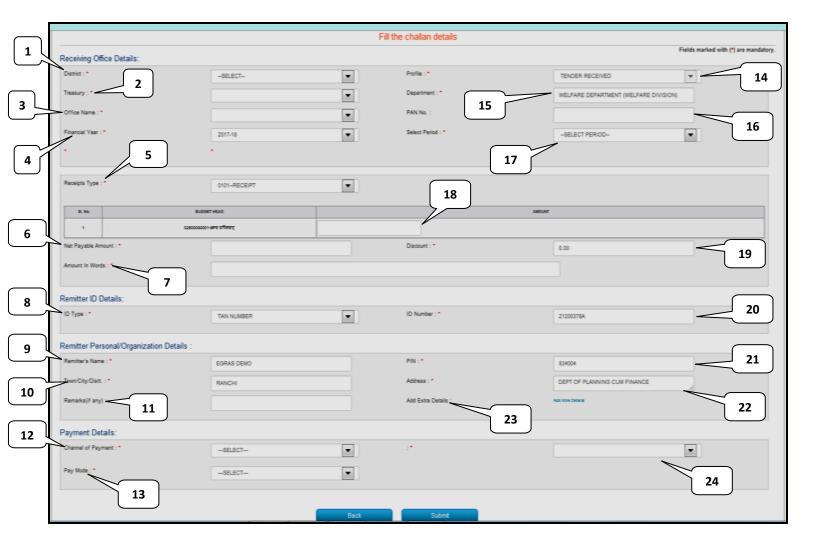
The available profiles will be visible under All Profile List.

5.4 PAY NOW

i. Under this option user can make payments to the Government. To make payments first a profile must be selected from the *Profile List*. Then click on **Continue**.



ii. After selecting the profile the *E-Challan* must be filled as shown in the display form. All the mandatory fields must be filled.



The different fields of E-Challan form are explained as follows:

1. District:

Select the appropriate district from the drop down list.

2. Treasury:

Select the appropriate Treasury from the drop down list

3. Office Name:

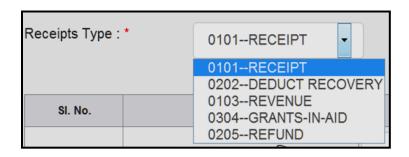
Select the office name.

4. Financial Year:

Select the correct financial year.

5. Receipt Type:

Select the receipt type with head.



6. Net Payable Amount:

Displays the total amount entered for transaction in numbers.

7. Amount In Words:

Display the total amount entered for transaction in words.

8. ID Type:

Select the ID type from available list (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).

9. Remitter's Name:

Enter the name of the Remitter (Person paying the amount).

10. Town/City/Dist:

Enter the name of Town / City / District.

11. Remarks (If any):

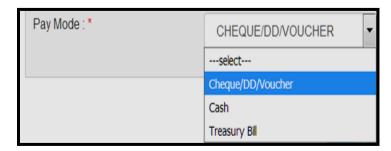
Enter any special remarks, comments or description related to the payment.

12. Channel Of Payment:

Select the way of payment from *Payment at SBI Bank Counter (For Manual Payment)* or *Online Payment*.

13. Pay Mode:

Select mode of payment as *Cheque / DD/ Voucher/Cash/Treasury Bill* for manual payment through SBI Bank Counter.



In case of *Treasury Bill* Control No. and Entry Date must be entered and verified before submitting the e-Challan.



14. Profile:

Select the profile under which the payment is to be made.

15. Department:

Select the department.

16.PAN Number:

Enter the PAN number.

17.Select Period:

Select the financial period.

18. Amount:

Enter the amount to be paid under the selected Budget Head.

19. Discount:

Enter any discounts, deductions or concessions.

20.ID Number:

Enter the ID number of the ID type selected.

21.PIN:

Enter the PIN (Postal Index Number) of the area of residence.

22.Address:

Enter the postal / communication address.

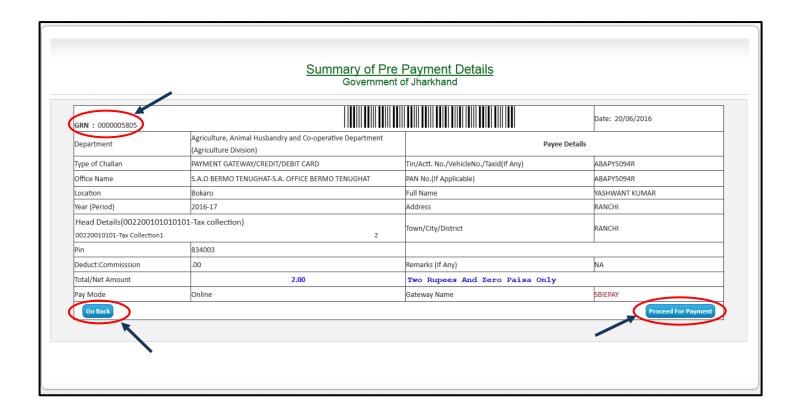
23.Add More / Extra Details:

Add any more extra details such as Major Head etc.

24.Bank / Gateway Name:

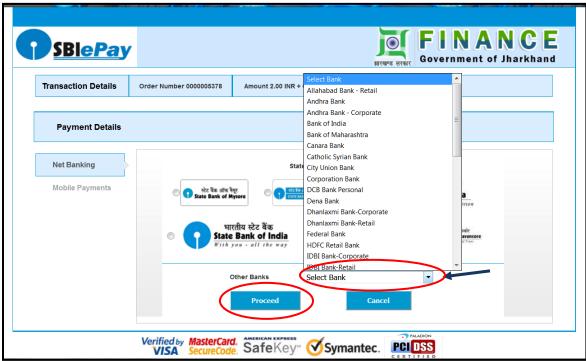
Select the *Bank name* in case of **Manual Payment** and *Payment Gateway Name* in case of **Online Payment**.

iii. After filling up the e-challan when the user clicks on then **Submit** button, *Pre payment summary* is displayed as follows:



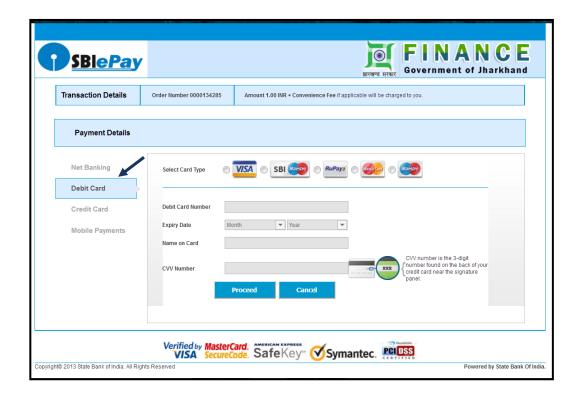
- iv. At this stage user is advised to verify the *Pre payment details* such as Amount, Head, and Department etc. If any changes are to be made then user can click on the **Go Back** button and make the required changes. The **GRN** (*Government Reference Number*) printed at the top left can be used for any further communication with the Government regarding the payment.
- v. When the user clicks on **Proceed to payment** button on Pre payment summary page the user is taken to the SBI e-payment gateway where following options are available for making online payments:

a. Net Banking: The payee can *select the bank* via which he / she wish to make the payment.

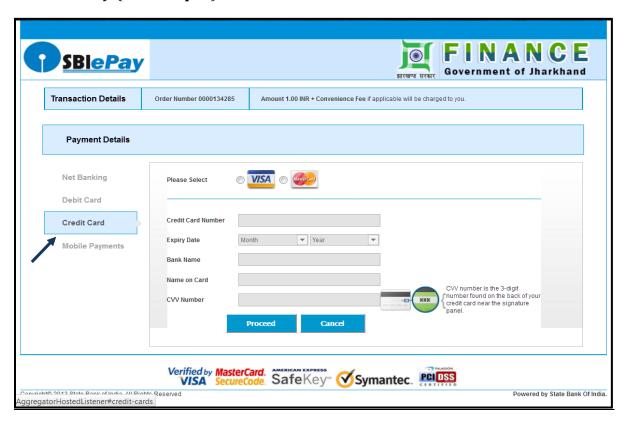


After clicking **Proceed** the user will be prompted with *Transaction summary* (Refer **step vi**).

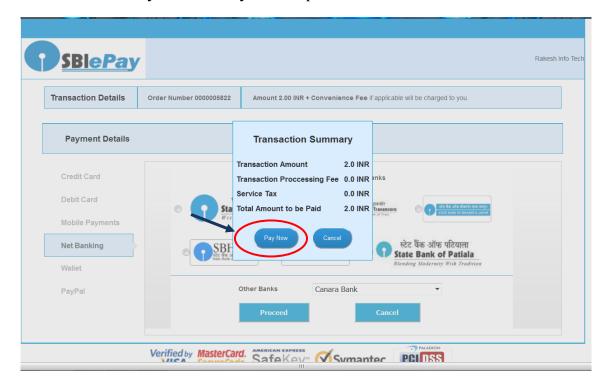
b. <u>**Debit Card:**</u> The payee can select *Debit card* if he / she wants to pay through Debit card. Fill in the card details and click on *Proceed*. The user will be prompted with *Transaction summary* (Refer **step vi**).



c. <u>Credit Card</u>: The payee can select *Credit card* if he / she wants to pay through Credit card. Fill in the card details and click on *Proceed*. The user will be prompted with *Transaction summary* (Refer **step vi**).



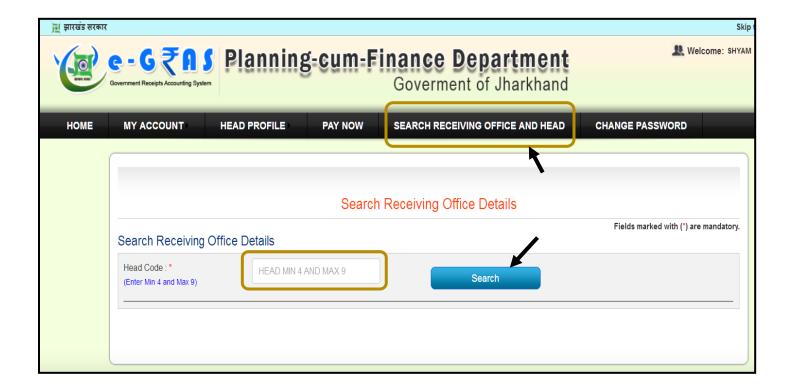
vi. Transaction Summary: Click on Pay Now to proceed.



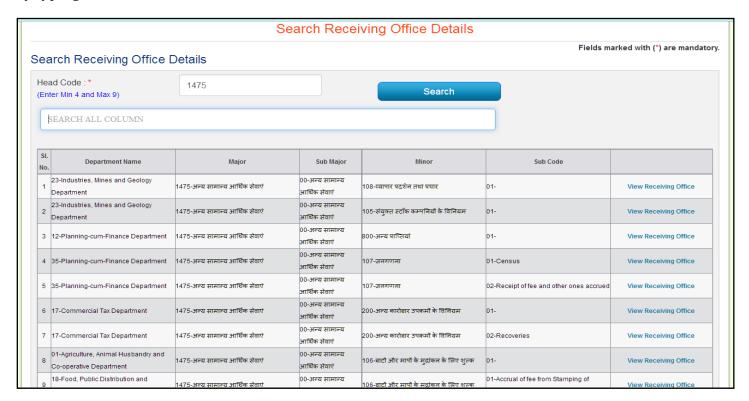
vii. After the payments are made the user is directed back to the Je-GRAS site. The user can download the e-Challan by clicking the *Download Challan* link on the top left of the Thank you page.



5.5 SEARCH RECEIVING OFFICE AND HEAD



The **SEARCH RECEIVING OFFICE AND HEAD** option allows the user to search and view the head details by typing in the *Head Code* in the Head Code box. Then click on *Search* button.



View Head Code Details

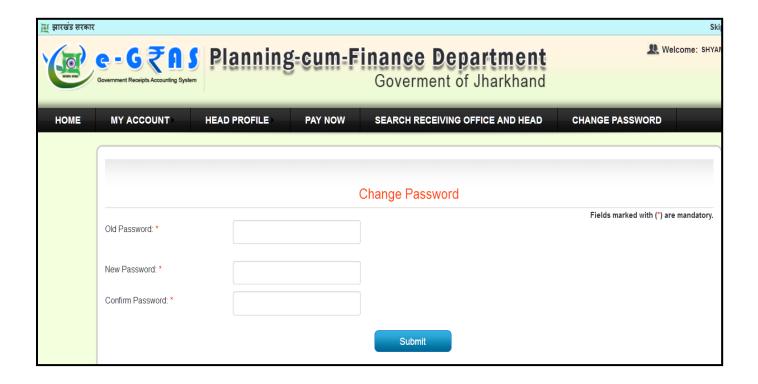
The *View Receiving Office* displays the office details along with DDO code.

SI. No.	Department Name	Major	Sub Major	Minor	Sub Code	
1	23-Industries, Mines and Geology Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	108-ट्यापार प्रदर्शन तथा प्रचार	01-	View Receiving Office
2	23-Industries, Mines and Geology Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	105-संयुक्त स्टॉक कम्पनियों के विनियम	01-	View Receiving Office
3	12-Planning-cum-Finance Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	800-अन्य प्राप्तियां	01-	View Receiving Office
4	35-Planning-cum-Finance Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	107-जनगणना	01-Census	View Receiving Office
5	35-Planning-cum-Finance Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	107-जनगणना	02-Receipt of fee and other ones accrued	View Receiving Office
6	17-Commercial Tax Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	200-अन्य कारोबार उपकर्मों के विनियम	01-	View Receiving Office
7	17-Commercial Tax Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	200-अन्य कारोबार उपकर्मों के विनियम	02-Recoveries	View Receiving Office
8	01-Agriculture, Animal Husbandry and Co-operative Department	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य आर्थिक सेवाएं	106-बाटों और मापों के मुद्रांकन के लिए शुल्क	01-	View Receiving Office
9	18-Food, Public Distribution and	1475-अन्य सामान्य आर्थिक सेवाएं	00-अन्य सामान्य	106-बाटों और मापों के मद्रांकन के लिए शल्क	01-Accrual of fee from Stamping of	View Receiving Office

Office Details: Department Name: 23-Industries, Mines and Geology Department SEARCH ALL COLUMN SI. No. District Treasury Receiving Office 1 Bokaro Bokaro BKRIND001-DIRECTORATE PROJECT LAND AND REHABILITATION 2 Chatra Chatra CTRIND001-INDUSTRIES, DEPTT, ITKHORI CHATRA Deoghar Deoghar DGRINDF23-DIST.IND.CENTER DGR Deoghar Deoghar DGRINDF24-PROJECT OFFICER 5 DHNIND001-G.M.D.I.C.DHANBAD Dhanbad Dhanbad Dhanbad 6 Dhanbad DHNIND004-AGRA PARIYOJNA KENDRA, GOVINDPUR 7 Dumka Dumka DMKIND001-ASS.DIREC.SILK DUMKA DMKIND002-PILOT PROJECT OFF.KUSHIRA (AMRAPARA) Dumka Dumka DMKIND003-PILOT PROJECT CENTRE SIKARIPARA DMKIND004-PILOT PRO.OFF.KATHI JORIIYA 10 Dumka Dumka 11 Dumka Dumka DMKIND005-PILOT PROJECT CENTER KATHIKUND DMKIND006-G.M.D.I.C.DUMKA 12 Dumka Dumka 13 Dumka Dumka DMKIND008-PILOT PROJECT CENTRE, ASANBANI (DUMKA) 14 DMKIND009-P.P.C.GOPIKANDAR, DUMKA 15 DMKIND010-PILOT PROJECT CENTER SARAIAHAT, DUMKA Dumka Dumka 16 Garwah GRHIND001-TASAR INDUSTRIES 17 Giridih Giridih GRDIND001-ADV.PLAN OFFICE TASAR BENGABAD 18 Giridih Giridih GRDIND002-ADV.PLAN OFFICE TASAR DUMRI 19 GRDIND003-ASST.DIR.OF IND. SERI OFF. GRD Giridih GRDIND005-DISTRICT INDUSTRIES CENTRE, GIRIDIH 20 Giridih Giridih 21 Giridih Giridih GRDIND007-DIST.INDUSTRY OFFICE GRD

View Office Details

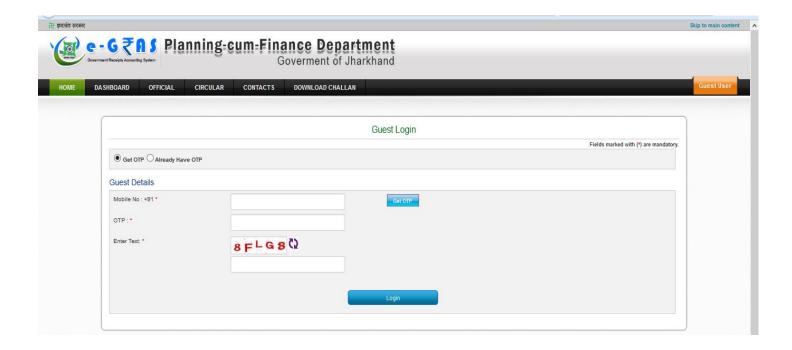
5.6 CHANGE PASSWORD



The Change Password option allows the registered user to change the existing password by typing in the new password.

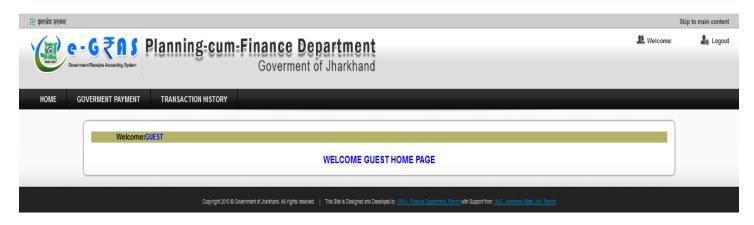
6. GUEST LOGIN

If a user wishes to opt for a one time transaction then the user can login with the *Guest User* link.



Guest user has to enter his mobile number and click on **Get OTP** to get the one time password. This OTP is valid for 24 hrs only. After entering the received OTP and entering the captcha text the Guest user can log into the system.

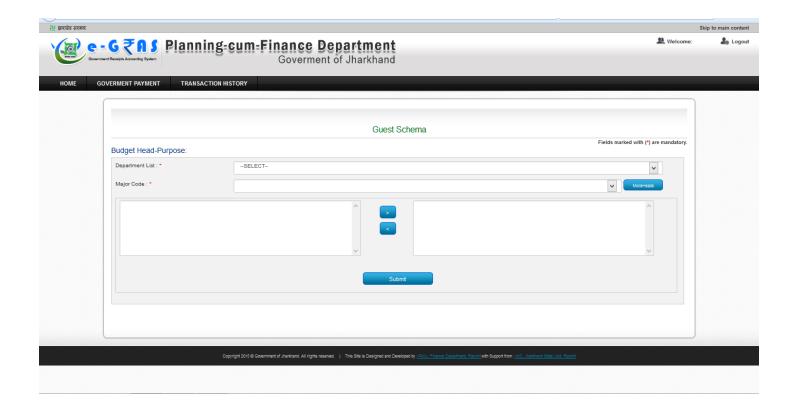
After logging into the system the *Guest Home Page* is displayed.



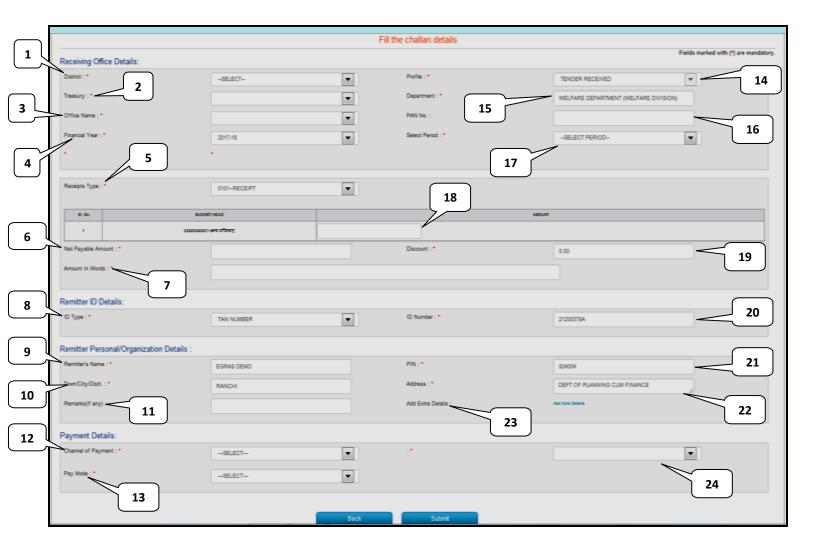
Guest Home Page

6.1 GOVERNMENT PAYMENT (GUEST SCHEMA)

i. After clicking the GOVERNMENT PAYMENT tab from the Guest Home Page, Guest schema is displayed. Here the user can select the Department, Major code and other details and click on Submit to proceed for filling of E-challan.



ii. After selecting the profile the *E-Challan* must be filled as shown in the display form. All the mandatory fields must be filled.



The different fields of E-Challan form are explained as follows:

1. District:

Select the appropriate district from the drop down list.

2. Treasury:

Select the appropriate Treasury from the drop down list

3. Office Name:

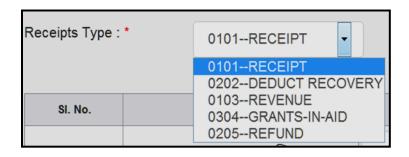
Select the office name.

4. Financial Year:

Select the correct financial year.

5. Receipt Type:

Select the receipt type with head.



6. Net Payable Amount:

Displays the total amount entered for transaction in numbers.

7. Amount In Words:

Display the total amount entered for transaction in words.

8. ID Type:

Select the ID type from available list (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).

9. Remitter's Name:

Enter the name of the Remitter (Person paying the amount).

10. Town/City/Dist:

Enter the name of Town / City / District.

11. Remarks (If any):

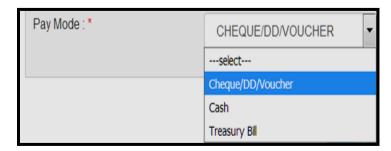
Enter any special remarks, comments or description related to the payment.

12. Channel Of Payment:

Select the way of payment from *Payment at SBI Bank Counter (For Manual Payment)* or *Online Payment.*

13. Pay Mode:

Select mode of payment as *Cheque / DD/ Voucher/Cash/Treasury Bill* for manual payment through SBI Bank Counter.



In case of *Treasury Bill* Control No. and Entry Date must be entered and verified before submitting the e-Challan.



14. Profile:

Select the profile under which the payment is to be made.

15. Department:

Select the department.

16.PAN Number:

Enter the PAN number.

17.Select Period:

Select the financial period.

18. Amount:

Enter the amount to be paid under the selected Budget Head.

19. Discount:

Enter any discounts, deductions or concessions.

20.ID Number:

Enter the ID number of the ID type selected.

21.PIN:

Enter the PIN (Postal Index Number) of the area of residence.

22.Address:

Enter the postal / communication address.

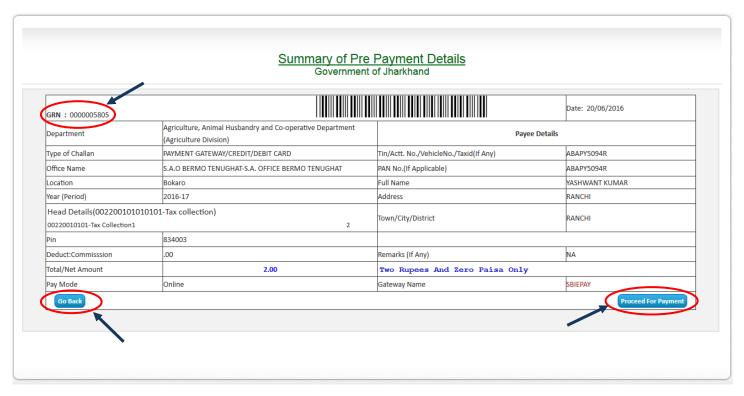
23. Add More / Extra Details:

Add any more extra details such as Major Head etc.

24. Bank / Gateway Name:

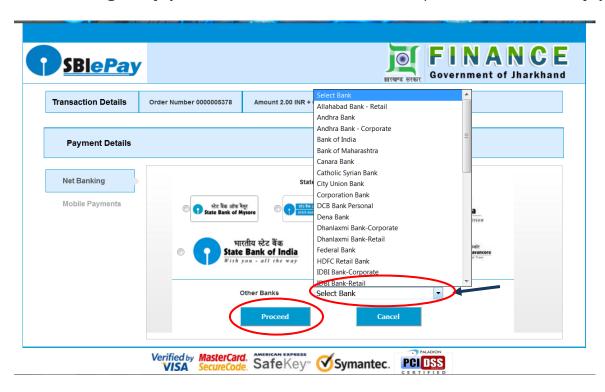
Select the *Bank name* in case of **Manual Payment** and *Payment Gateway Name* in case of **Online Payment**.

iii. After filling up the e-challan when the user clicks on then **Submit** button, *Pre payment summary* is displayed as follows:



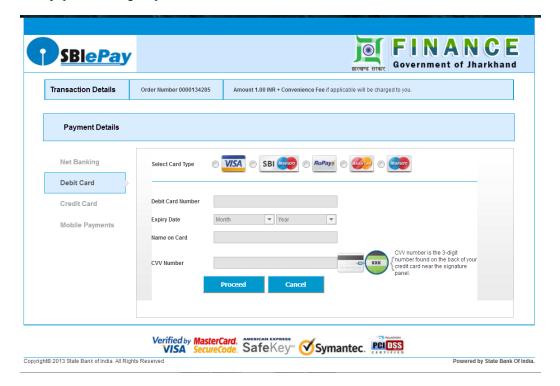
iv. At this stage user is advised to verify the *Pre payment details* such as Amount, Head, and Department etc. If any changes are to be made then user can click on the **Go Back** button and make the required changes. The **GRN** (*Government Reference Number*) printed at the top left can be used for any further communication with the Government regarding the payment.

- **v.** When the user clicks on **Proceed to payment** button on Pre payment summary page the user is taken to the SBI e-payment gateway where following options are available for making online payments:
 - **a. Net Banking:** The payee can **select the bank** via which he / she wish to make the payment.

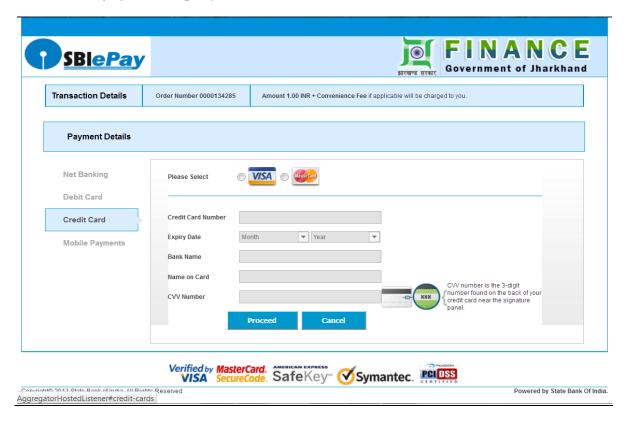


After clicking **Proceed** the user will be prompted with *Transaction summary* (Refer **step vi**).

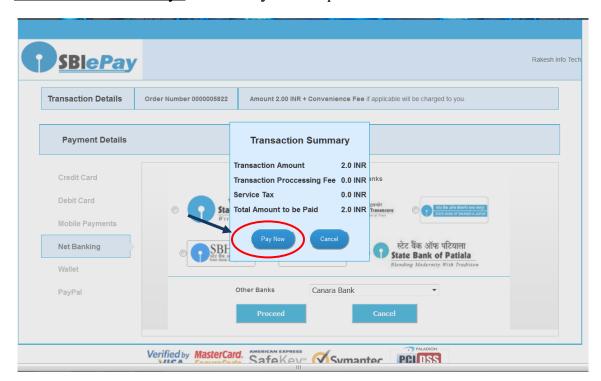
b. <u>**Debit Card:**</u> The payee can select *Debit card* if he / she wants to pay through Debit card. Fill in the card details and click on *Proceed*. The user will be prompted with *Transaction summary* (Refer **step vi**).



c. <u>Credit Card</u>: The payee can select *Credit card* if he / she wants to pay through Credit card. Fill in the card details and click on *Proceed*. The user will be prompted with *Transaction summary* (Refer **step vi**).



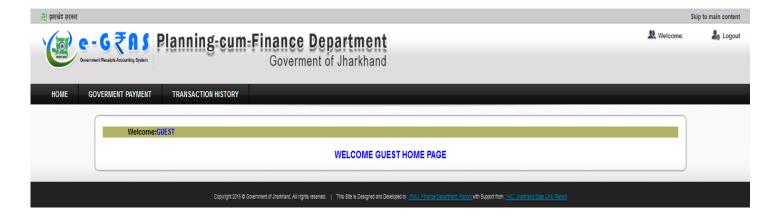
vi. <u>Transaction Summary:</u> Click on Pay Now to proceed.



vii. After the payments are made the user is directed back to the Je-GRAS site. The user can download the e-Challan by clicking the *Download Challan* link on the top left of the Thank you page.



✓ Guest User can also **download** the Challan by selecting **TRANSACTION HISTORY** from Home Page. Other than this user can click on **DOWNLOAD CHALLAN** option from Home page and enter the GRN no to download challan (Please refer to page 13 last paragraph).

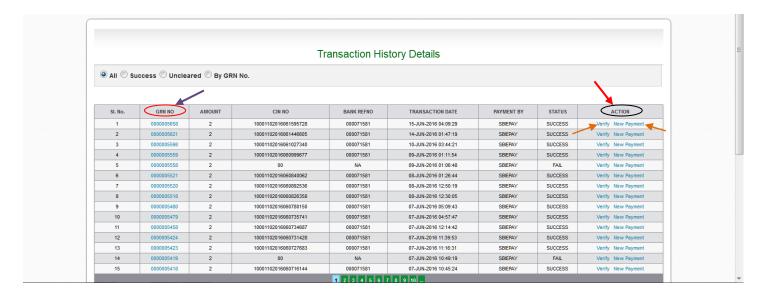


 \checkmark User can download the challan by directly clicking on the **GRN** no.

Under the **Action** column user has following options for each transaction:

Verify

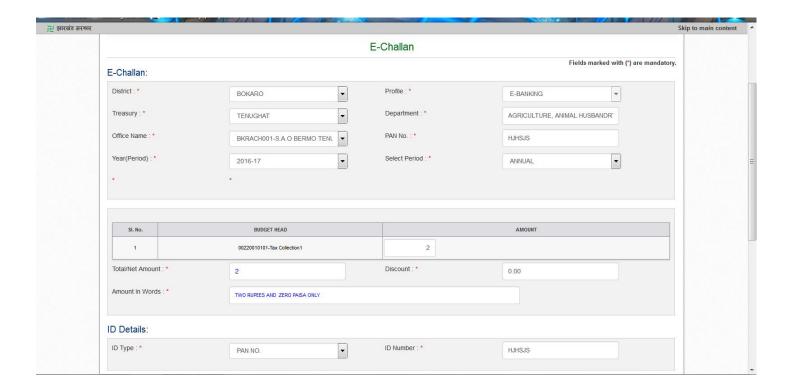
Guest User can select *verify* to see the transaction details. The **Download Challan** option is available along with the transaction details.





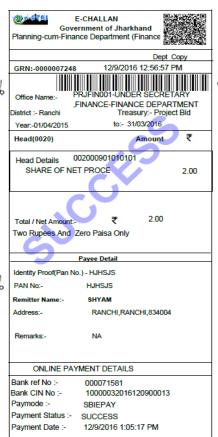
> New Payment

User can select *New Payment* option if he wishes to make another payment under the same E-Challan details. User will be prompted to the E-Challan filling page where all the details will be pre-filled. If the user wants to make any changes he can change the fields as per his requirements.

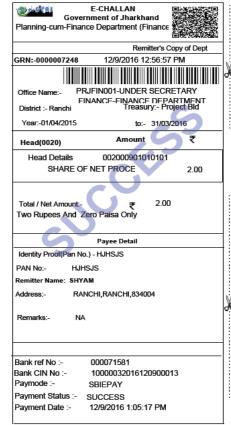


E-Challan SPECIMEN COPY(Online Payment)











E-Challan SPECIMEN COPY(*Treasury Linked Branch***)**

E-CHALLAN Government of Jharkhand Planning-cum-Finance Department (Finance Department)		Government of Jharkhand Planning-cum-Finance Department (Finance		E-CHALLAN Government of Jharkhand Planning-cum-Finance Department (Finance	
Valid UpTo :-13/02/2017 Treasury Copy		Valid UpTo :-13/02/2017 Dept Copy]	Valid UpTo :-13/02/2017 AG Copy	
GRN:-0000007517 Date:- 03/02/2017 01:02:25 PM] [GRN:-0000007517 Date:- 03/02/2017 01:02:25 PN	3.4	GRN:-0000007517 Date:- 03/02/2017 01:02:25 PM	
Office Name:- PRJOAS006-UNDER SEC CIVIL DEFENCE-NAGRIK SURAKSHA	X	Office Name: PRJOAS006-UNDER SEC CIVIL DEFENCE-NAGRIK SURAKSHA Depender - Banchi Depender - Banchi	¥	Office Name: PRJOAS006-UNDER SEC CIVIL DIFFNCF-NAGRIK SI RAKSHA District - Ranchi	
District:- Ranchi Deposit Treasury:- Project Bld	H			District :- Ranchi Deposit Treasury:- Project Bid Year:-03/02/2017 to:- 03/02/2017	
Year:- 03/02/2017 to:- 03/02/2017	Į į	Tear00/02/2017			
Head(0032) Amount ₹		Head(0032) Amount ₹		Head(0032) Amount ₹	
Head Details		Head Details 003260901010101 SHARE OF NET PROCE 2.00		Head Details 003260901010101 SHARE OF NET PROCE 2.00	
Total / Net Amount:- ₹ 2.00 Two Rupees And Zero Paisa Only	Cut from here	Total / Net Amount:- ₹ 2.00 Two Rupees And Zero Paisa Only		Total / Net Amount:- ₹ 2.00 Two Rupees And Zero Paisa Only	
For Treasury Use Only	Ē	For Treasury Use Only	盲	For Treasury Use Only	
Challan No and Date:	Ě	Challan No and Date:	Sut from here	Challan No and Date:	
Identity Proof(Pan No.) - HJHSJS		Identity Proof(Pan No.) - HJHSJS	<u>ढ</u> े	Identity Proof(Pan No.) - HJHSJS	
PAN No:- HJHSJS		PAN No:- HJHSJS		PAN No:- HJHSJS	
Remitter Name:- SHYAM	page	Remitter Name:- SHYAM	96	Remitter Name:- SHYAM	
Address:- RANCHI,RANCHI,834004	Use seprate page	Address:- RANCHI,RANCHI,834004	seprate page	Address:- RANCHI,RANCHI,834004	
Remarks:- NA	es	Remarks:- NA	Sept	Remarks:- NA	
Tresury Officer Signature	ő	Tresury Officer Signature	s s	Tresury Officer Signature	
FOR USE IN RECEIVING BANK	IJ.	FOR USE IN RECEIVING BANK	7 7	FOR USE IN RECEIVING BANK	
CASH No :- 2.00	X	CASH No :- 2.00	1	CASH No :- 2.00	
Bank CIN No :- Bank Name :- SBI,RANCHI,PROJECT BHAWAN , [Bank CIN No :- Bank Name :- SBI,RANCHI,PROJECT BHAWAN ,	*	Bank CIN No :- Bank Name :- SBI,RANCHI,PROJECT BHAWAN ,	
Signature		Signature		Signature	

E-CHALLAN Government of Jharkha Planning-cum-Finance Department (Fi		E-CHALLAN Government of Jharkhand Planning-cum-Finance Department (Finance					
Valid UpTo :-13/02/2017 Remi	tter's Copy of Dept		Valid UpTo :-13/02	2/2017 Remitte	r's Copy		
GRN:-0000007517 Date:- 03/02/	2017 01:02:25 PM	1.0	GRN:-000000751	7 Date:- 03/02/201	7 01:02:25 PM		
Office Name: PRJOAS006-UNDER	SEC CIVII	*	Office Name:-	PRJOAS006-UNDER SEC	CIVII		
Office Name:- PRJOAS006-UNDER DEFENCE-NAGRIK : District :- Ranchi				DEFENCE-NAGRIK SURA Deposit Treasury	KSHA		
			Year:-03/02/2017	to:- 03/02/2017			
Head(0032) Amount	₹		Head(0032)	Amount	₹		
Head Details 00326090101 SHARE OF NET PROCE	2.00		Head Details SHARE O	003260901010101 F NET PROCE	2.00		
Total / Net Amount:- ₹ 2.00 Two Rupees And Zero Paisa Only			Total / Net Amount:- ₹ 2.00 Two Rupees And Zero Paisa Only				
For Treasury Use O	nly	Out from here	For Treasury Use Only				
Challan No and Date:	//20	풀	Challan No and Da	ate:	/_/20		
Identity Proof(Pan No.) - HJHSJS			Identity Proof(Pan No.) - HJHSJS				
PAN No:- HJHSJS			PAN No:- HJHSJS				
Remitter Name: SHYAM		ge	Remitter Name:-	SHYAM			
Address:- RANCHI,RANCHI,83400	14	Use seprate page	Address:-	RANCHI,RANCHI,834004			
Remarks:- NA		sepi	Remarks:-	NA			
Tresury	y Officer Signature	8		Tresury Office	er Signature		
FOR USE IN RECEIVING BANK			FOR USE IN RECEIVING BANK				
CASH No :- 2.00		φ	CASH No :-	2.00			
Bank CIN No :-			Bank CIN No :-				
Bank Name :- SBI,RANCHI,PRO	DJECT BHAWAN , D		Bank Name :-	SBI,RANCHI,PROJECT	BHAWAN, D		
	Signature	ľ		S	Signature		

ANNEXURE I

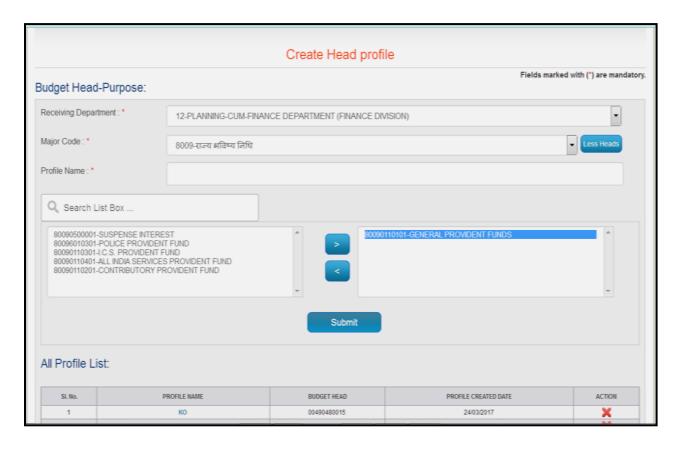
How to ADD/Reprint Employee Extra details in case of GLI /GPF/CPS challans?

There are some special Heads in which Employee Details are required to be filled in along with the Challan. These heads are:

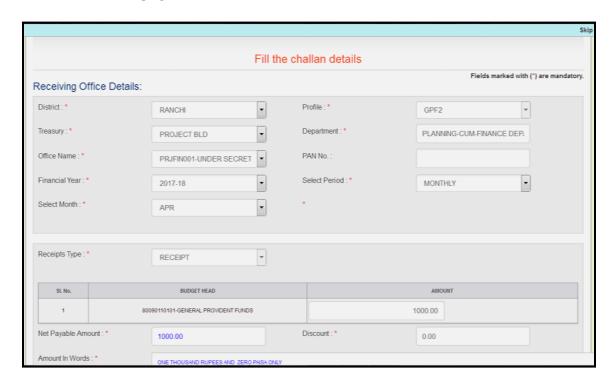
SN	Purpose	Respective Heads
1	State Government Employees Group Insurance	801100107
2	State Government Insurance Fund	801100105
3	A.I.S Officers' Group Insurance Scheme	865800123
4	Govt. Contribution/ Employee Contribution/ Defined Contribution Pension Scheme for Govt.	834200117
5	General Provident Funds	800901101
6	All India Services Provident Fund	800901104

The process to add Employee Contribution details in E-Challan is as follows:

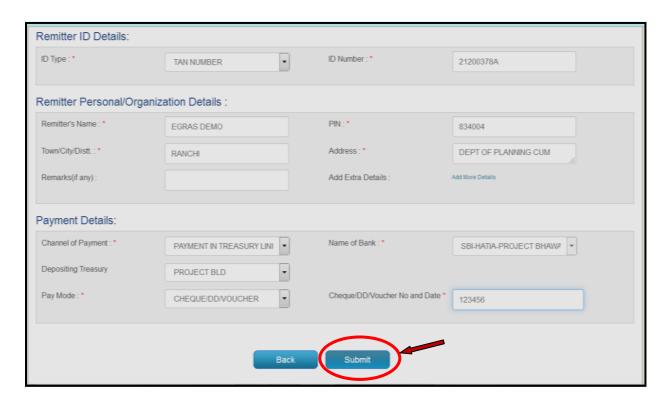
1. Create Respective **Head Profile** (*Refer page no. 16 for details on how to create Head Profile*).



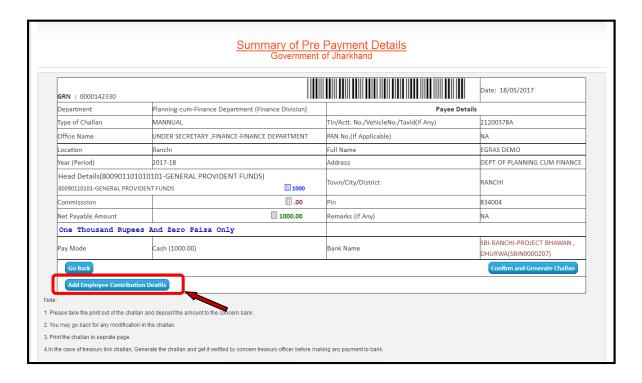
2. Proceed to e-Challan page to fill the challan details.



3. Complete filling details on the e-challan page and click on **Submit**.



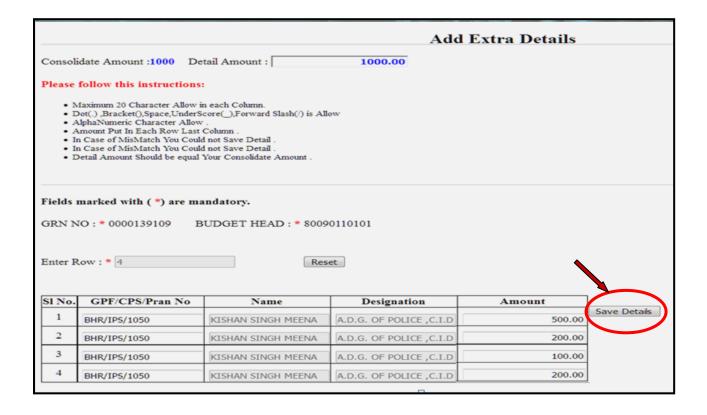
4. Click on Add Employee Contribution Details.



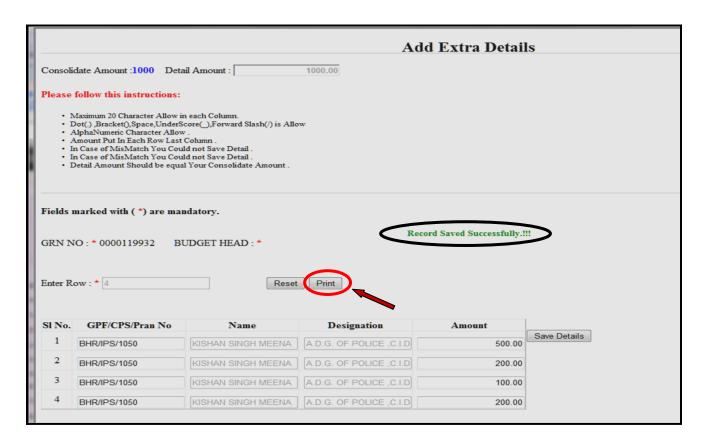
5. Enter the number of rows and click on **Submit**.



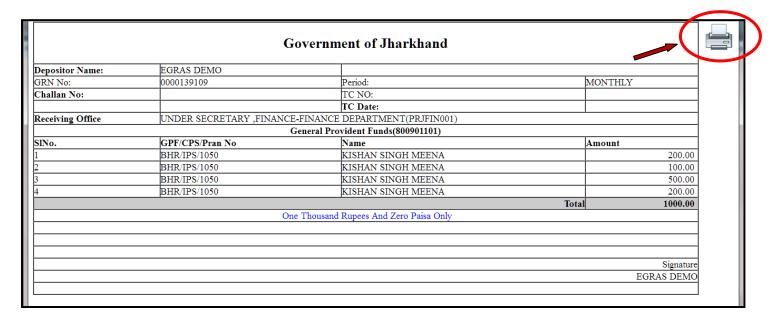
6. Fill in the Employee's *GPF/CPS/PRAN No.* The *Name& Designation* will be retrieved automatically. Then fill in the amount and click on **Save Details**. *You can only edit GPF/CPS/PRAN No and Amount.*



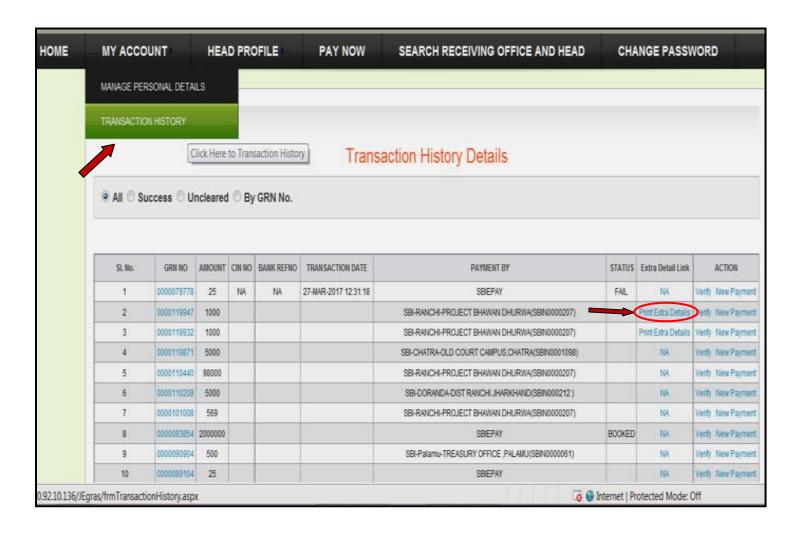
7. A "Record Saved Successfully.!!!" message is displayed and Print option is available now. Click on Print to print the added details.



8. Click on Printer icon on upper right corner to print the details.



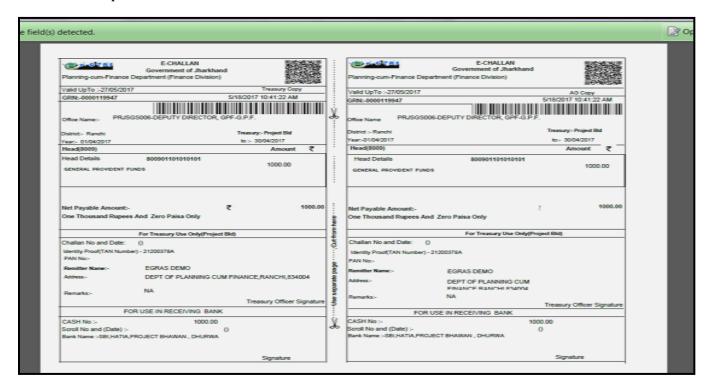
- **9.** Close the *Print details* and *Add Extra Details* windows and click on **Confirm and Generate Challan** to proceed and generate challan as usual.
- **10.** The **Extra Details** can be *reprinted* from following two links:
 - **a. Transaction History Page -** The Extra Details can be reprinted from the *Transaction History Page* by clicking the *Click Extra Details* link.



- **b. Download Challan Link:** The Extra Details can be reprinted from the *Download Challan* link on *Home page* as follows:
- i. Click on **Download Challan** tab on JeGRAS home page and enter the **GRN**. Then click **Download**.



ii. The challan will be downloaded. Take print out or save the challan PDF file as per your requirement.



- iii. Close the e-Challan window.
- **iv.** Now a new link **Download Extra Detail** will be visible. Click on the *Download Extra Detail* link to print the extra details.

