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

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



2. Upon login, below mentioned screen will appear. Here User to select the "<u>Category</u>" as shown in below mentioned screen.



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 "<u>Purpose of Payment</u>" according to the "scheme" for which wants to generate the challan.



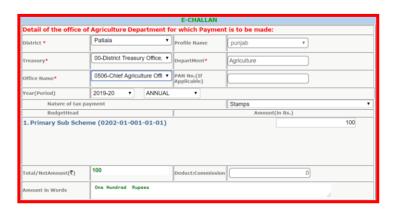
4. Upon selection of "<u>Purpose of Payment</u>", respective "Department" & "Major Head" will be automatically selected as shown in below mentioned screen:



5. Alternative of Point - 3, User may select directly "<u>Department</u>" and "<u>Major Head</u>" instead of selecting "<u>Purpose of Payment</u>" as shown in below mentioned screen:



- 6. After selection, User to click on "<u>Submit</u>" Button. Upon clicking, E-Challan Page will be opened. On this page, User to enter 4 types of information.
  - 6.1 <u>Detail of the office of selected department for which payment is to be made</u> 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".



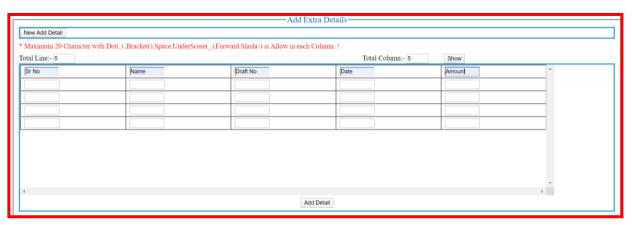
6.2 <u>Payment Detail</u> - Here to select "Manual" or "E-Banking" in "Type of Payment" option. If user selects "Manual Option", then has to deposit the printout of the challan at the Selected Bank. If user selects "E-Banking" option, then enter details of his Bank online and deposit then payment in 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.



6.3 <u>Personal Detail</u> - 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)".



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.



6.5 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.

