झारखण्ड सरकार

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कर्मचारी सेवा पोर्टल, झारखण्ड सरकार

How to Make Challan Payments through Employee Portal

(Employee User Manual)

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INTRODUCTION

Employees of Jharkhand Government use Jharkhand e-GRAS portal to make a variety of payments to the Government such as GPF Subscription, CPF Contribution (Employee Part), Professional Tax etc. To make such payments one has to login into the Je-GRAS portal by registering themselves or through Guest User mode. This process involves selection of Department, DDO Code, and detailed Budget Head which results in mistakes most of the times due to ignorant knowledge of Department, DDO Code, and detailed Budget Head.

To ease this process employee can now login into the Employee portal and make desired payments to the government by just selecting the Payment type option of GPF Subscription, CPF Contribution (Employee Part), Professional Tax etc. Employee Portal now facilitates following type of payments through its portal https://jkuber.jharkhand.gov.in/emp/:

- GPF Subscription
- CPF Contribution (Employee Part)
- Professional Tax
- House Building Advance (HBA) Interest
- House Building Advance (HBA) Principle
- Motor Vehicle Advance (MVA) Interest
- Motor Vehicle Advance (MVA) Principle
- Motor Cycle Advance (MVA) Interest
- Motor Cycle Advance (MVA) Principle)
- State Government Insurance Fund
- State Government Employees Group Insurance
- Central government Employees Group Insurance
- A.I.S Officers' Group Insurance Scheme
- All India Services Provident Fund
- Water Tax

How to make Challan Payments through Employee Portal

1. Open Employee Portal in your browser. Employee Portal home page can be accessed by browsing on

Internet : https://jkuber.jharkhand.gov.in/emp/

JHARNET : http://10.92.194.10/emp/

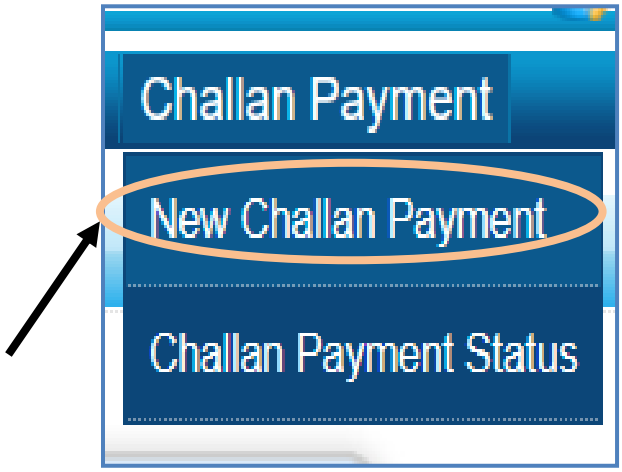


Employee Portal Home Page

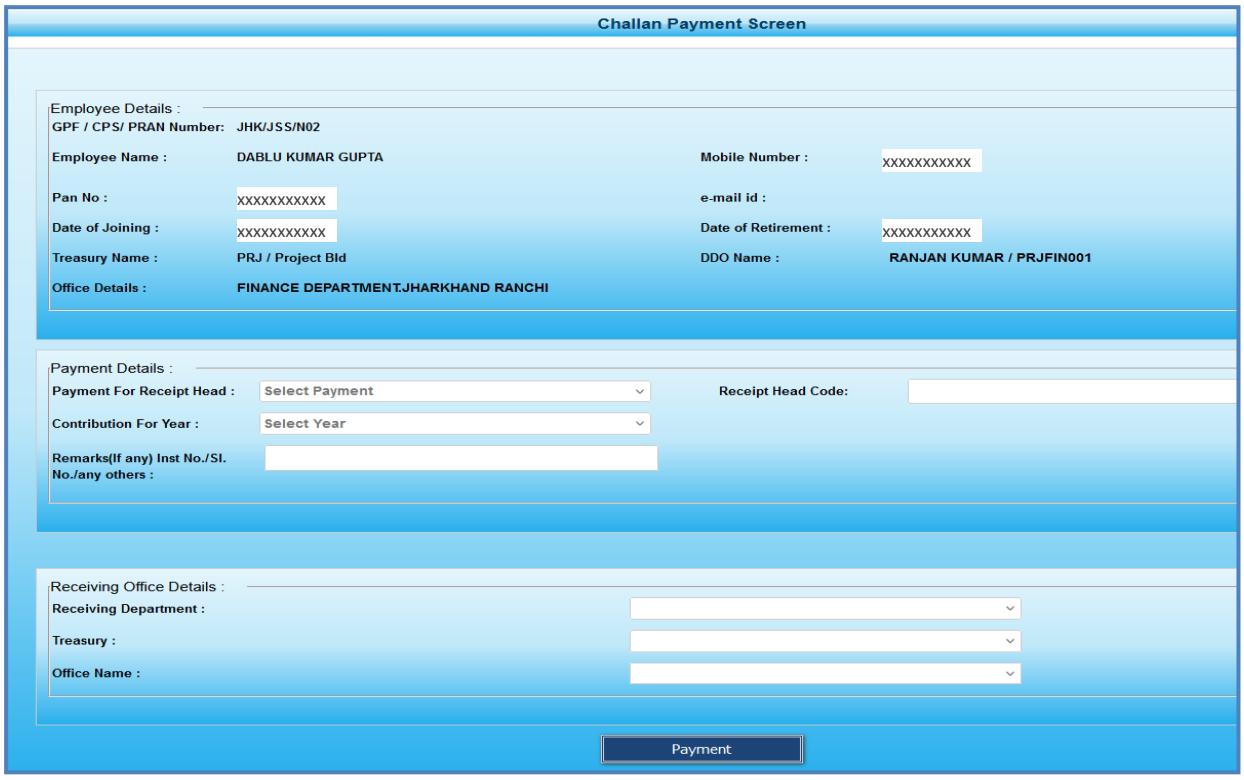
2. Login with employee GPF/PRAN number and password under the Employee Login section.



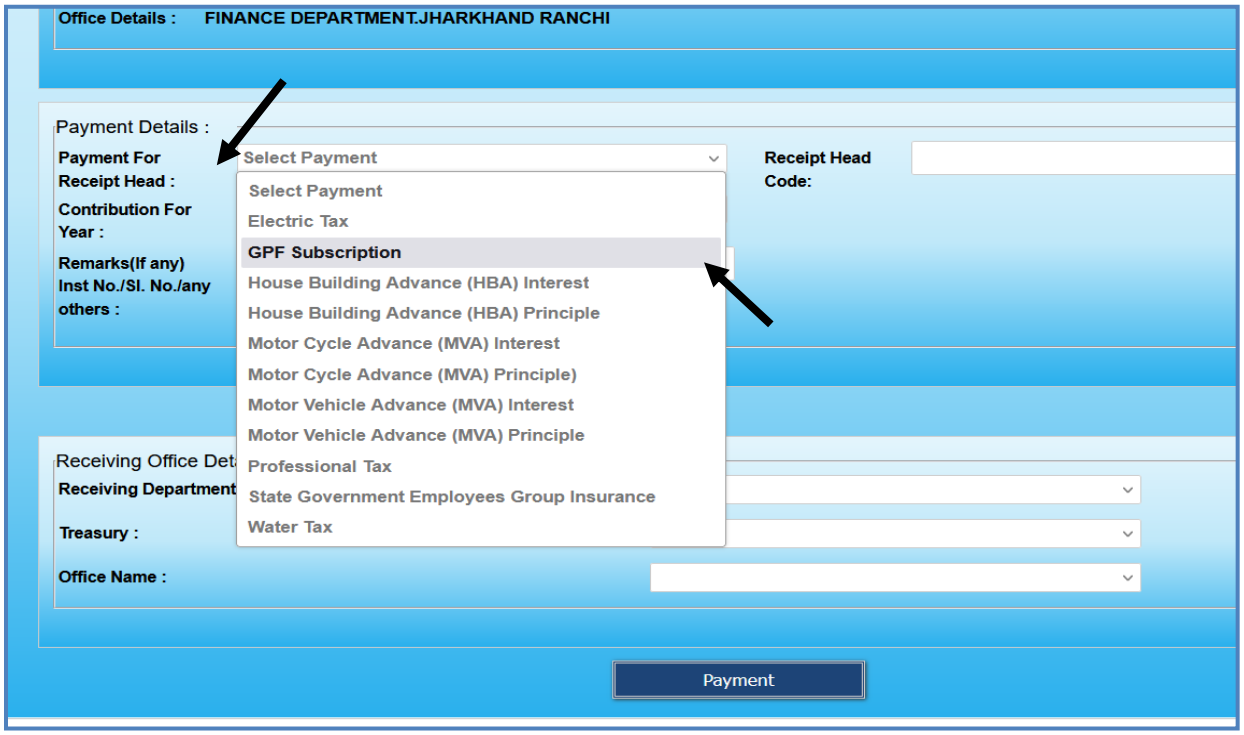
3. Click on **Challan Payment > New Challan Payment**



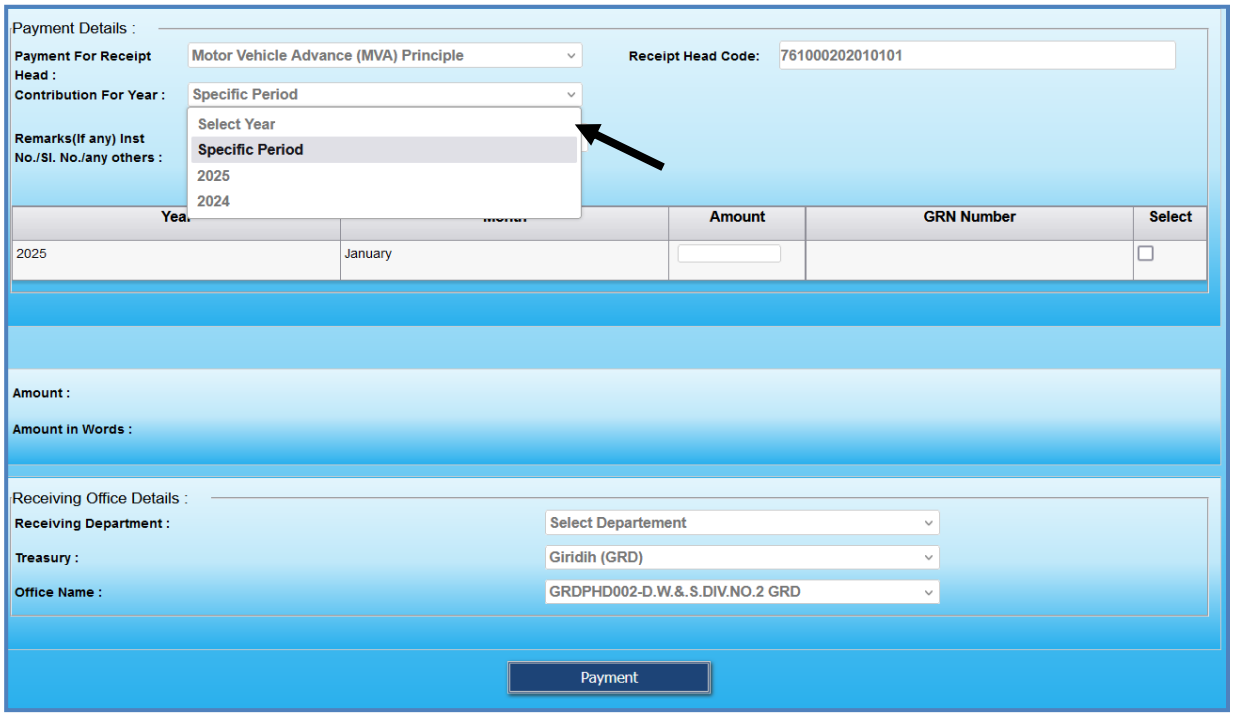
4. Clicking New Challan Payment will navigate the user to the Challan Payment screen showing logged in employee's details.



5. Select **Payment Type** under **Payment for Receipt Head** option. Check whether the details of payment such as Receiving office, Treasury, Amount etc are correct.

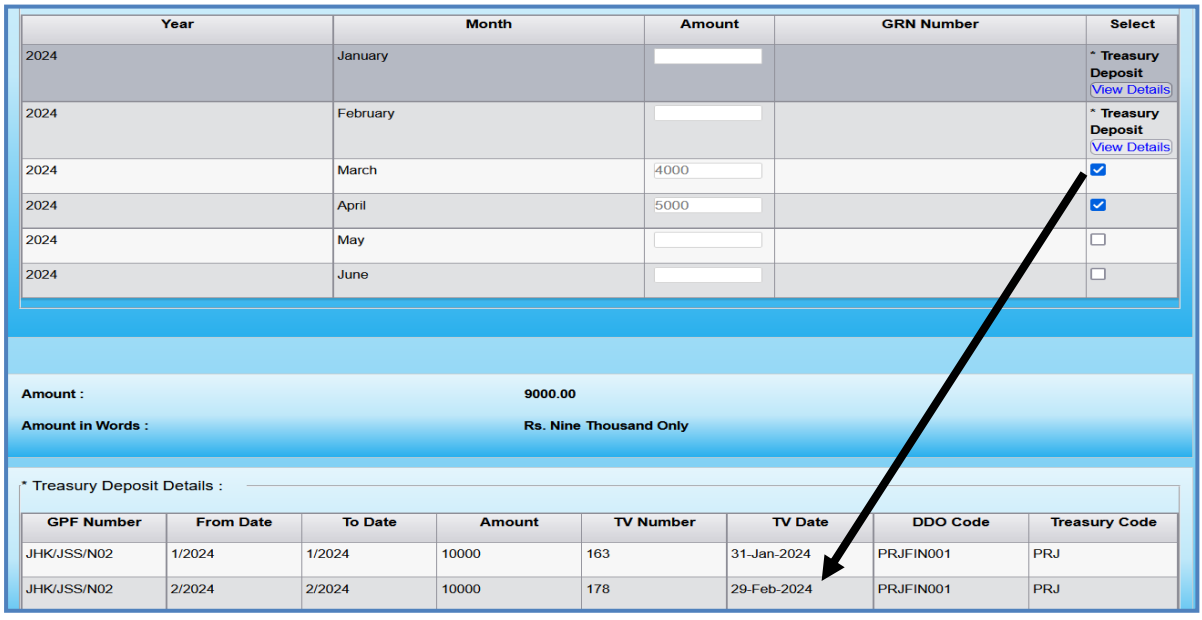


6. **Receipt Head Code, Treasury Name, DDO Name and Receiving office** details will be filled in automatically. These fields can be edited as per requirement in other type of payments. Select **Contribution for year**.

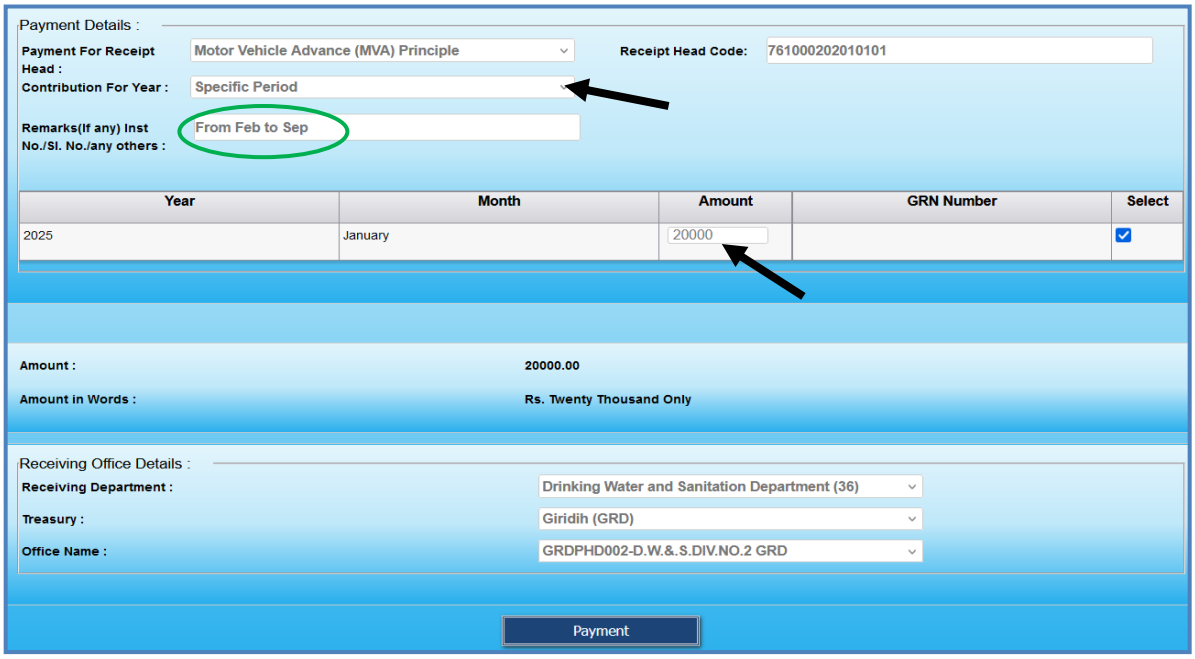


- The User can select **Specific Period** option if he/she wishes to make one-time payment for a number of months/years as required.

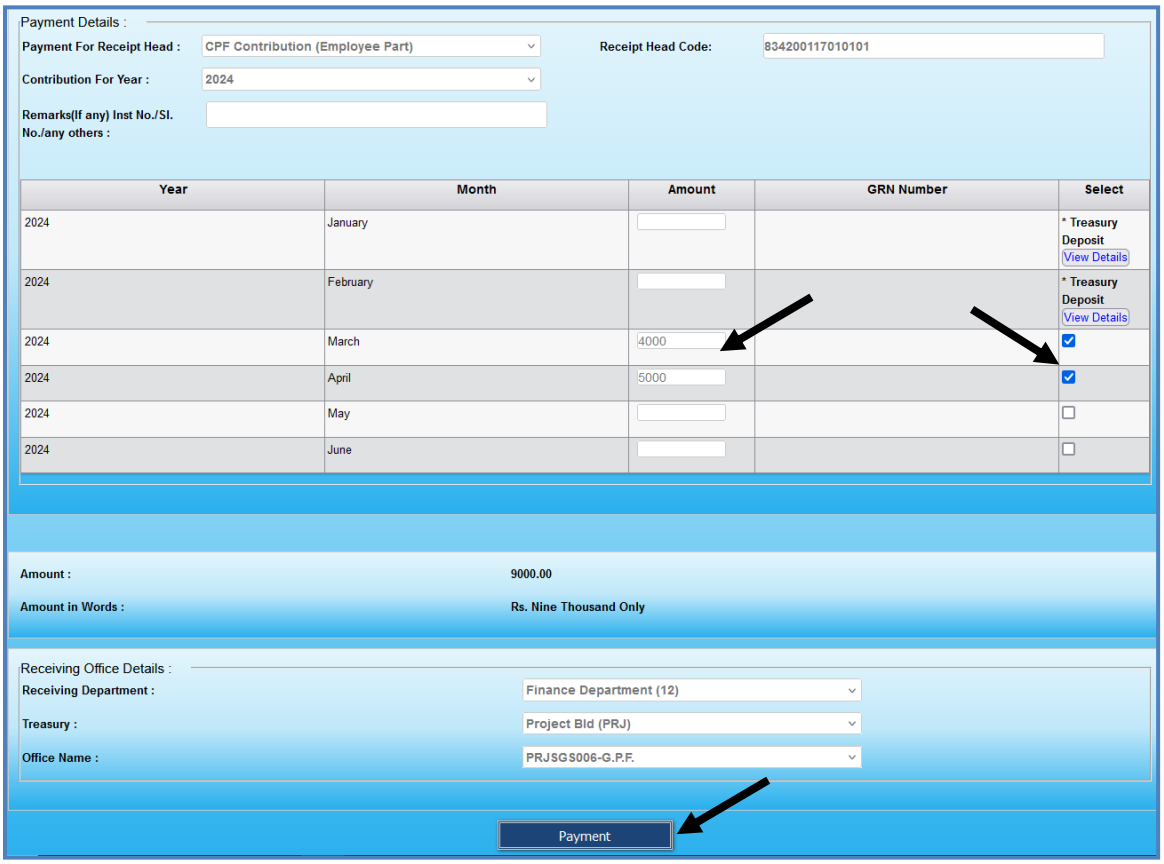
7. As soon as you select Contribution for year payment details to be made and previous details will be shown. Click on **View Details** next to **Treasury Deposit** to view the details of contributions made through salary bill.



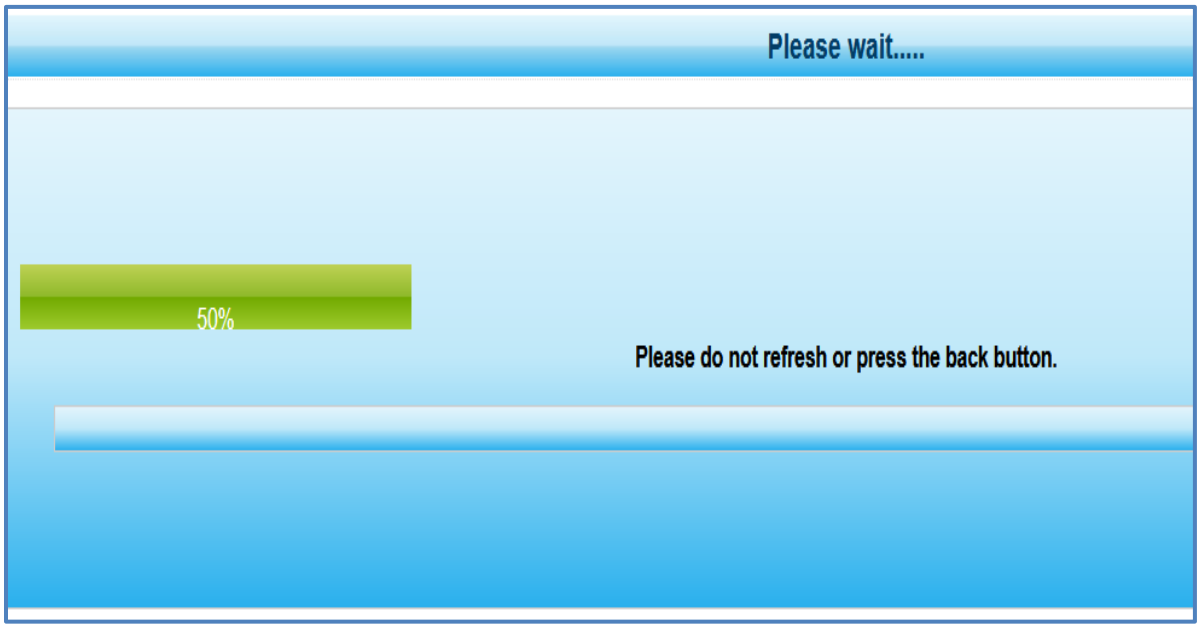
- If **Specific Period** is selected add remarks for the period and only one row will be displayed and amount entered will be collective for all the months/years mentioned in the Specific Period of time.



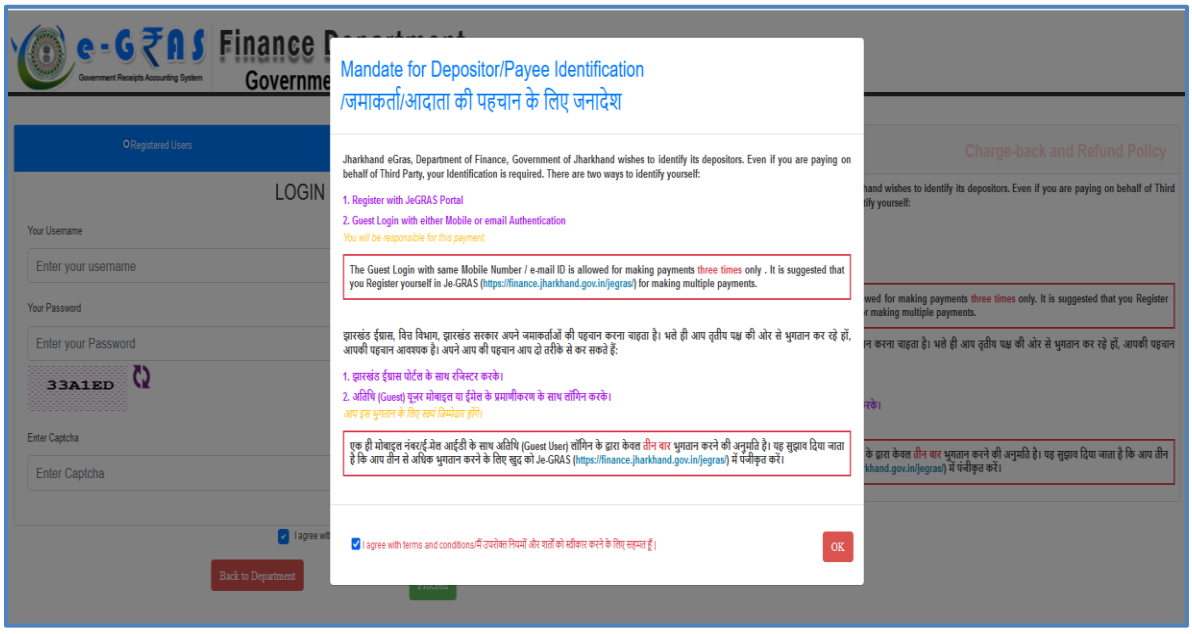
8. **Enter amount** and **select the check boxes** for which month the payment has to be made. Then click on **Payment** button.



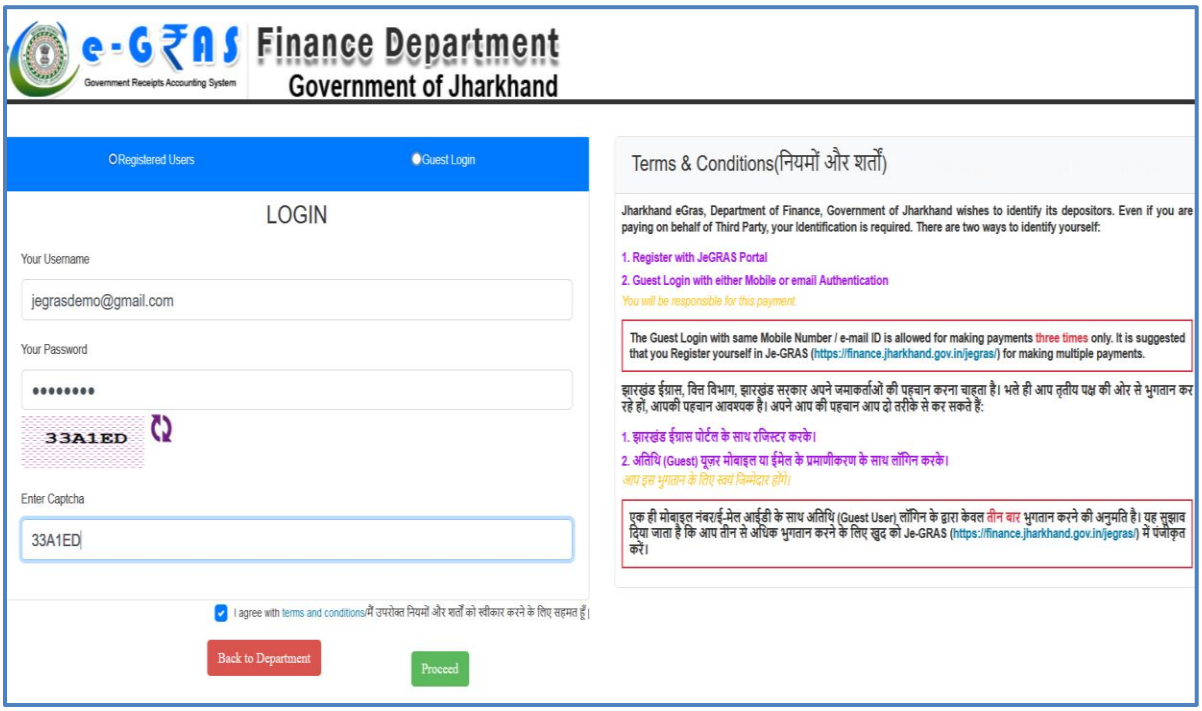
9. Your payment will start processing. Do not refresh the page or click on Back during the process.



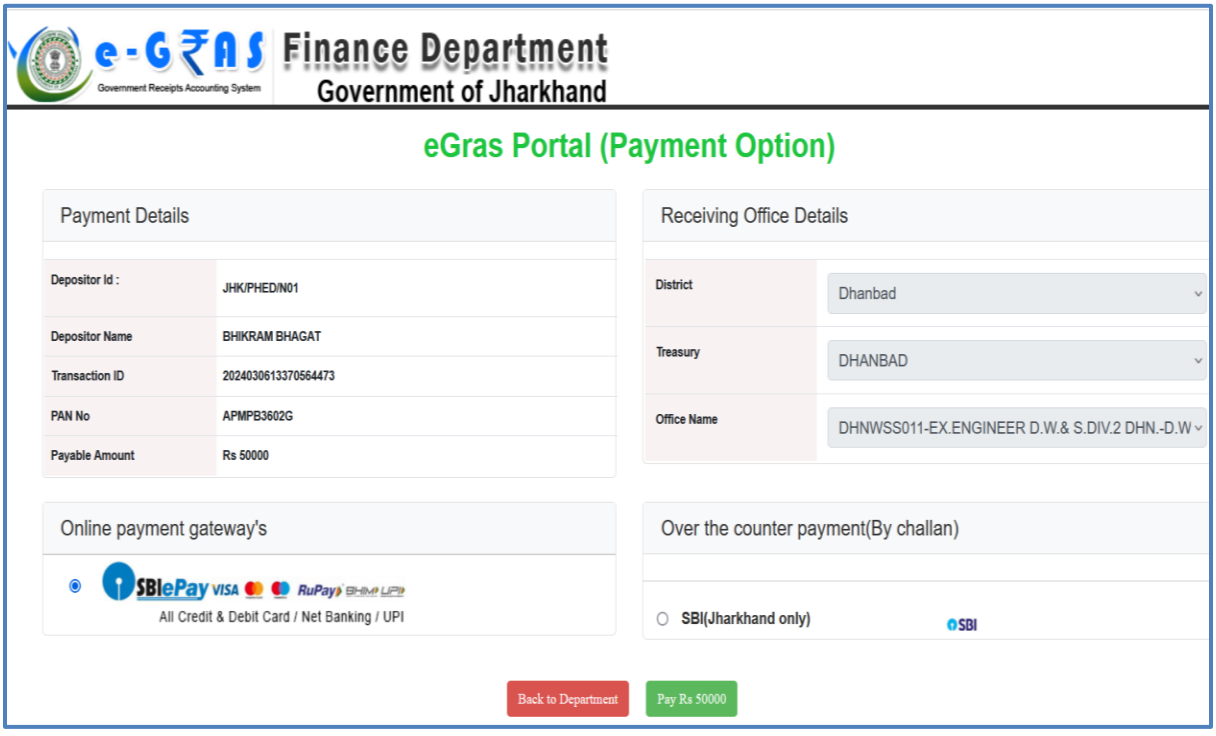
10. The Employee Portal will redirect the payee to JeGRAS Portal.



11. Login into JeGRAS by entering your User ID and Password.



12. Complete the Payment using Online Payment option (Credit Card/Debit Card/UPI/ Net Banking) or Over the Counter option (Cash /Cheque/Demand Draft).



13. In case of Online Payment Success status will be shown at the time of successful payment.



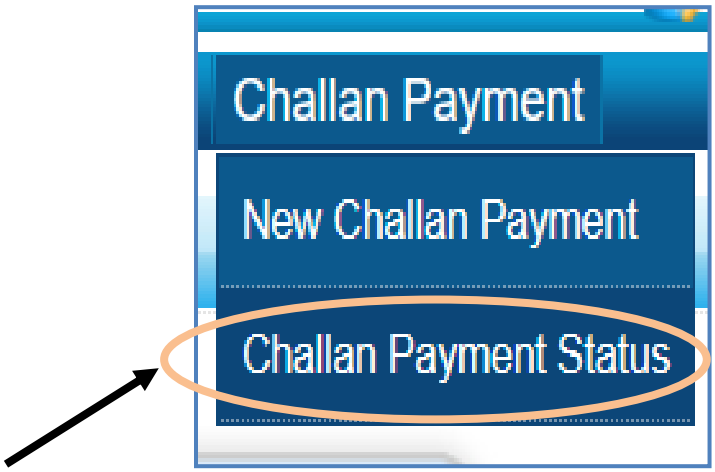
Transaction Details

Transaction ID :	2023101112373514587
Name of Employee :	SHIB NATH NEOGI
DDO Code :	JSRSTX001
DDO Name :	KUMUDINI SINKU
GPF / CPS/ PRAN Number :	20084700172
Transaction Date :	11/10/2023
Receipt Head :	800901101010101
GRN Number :	2318978724
Amount :	9000002
Payment Status :	SUCCESS

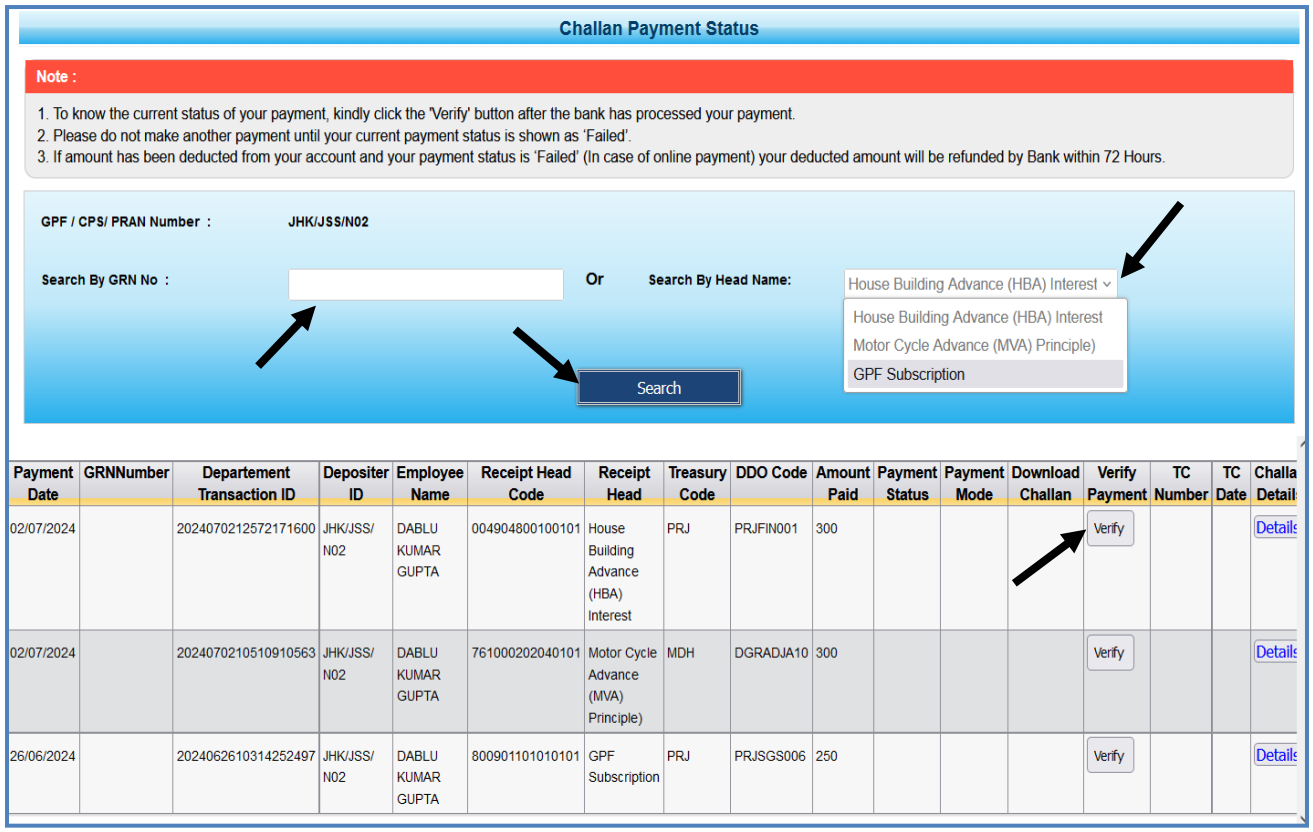
14. In case of *Over the counter* payments go to **Challan Payment Status** and download the copy of Challan.

Check Payment Status & History

- To check Payment History click on **Challan Payment > Challan Payment Status.**

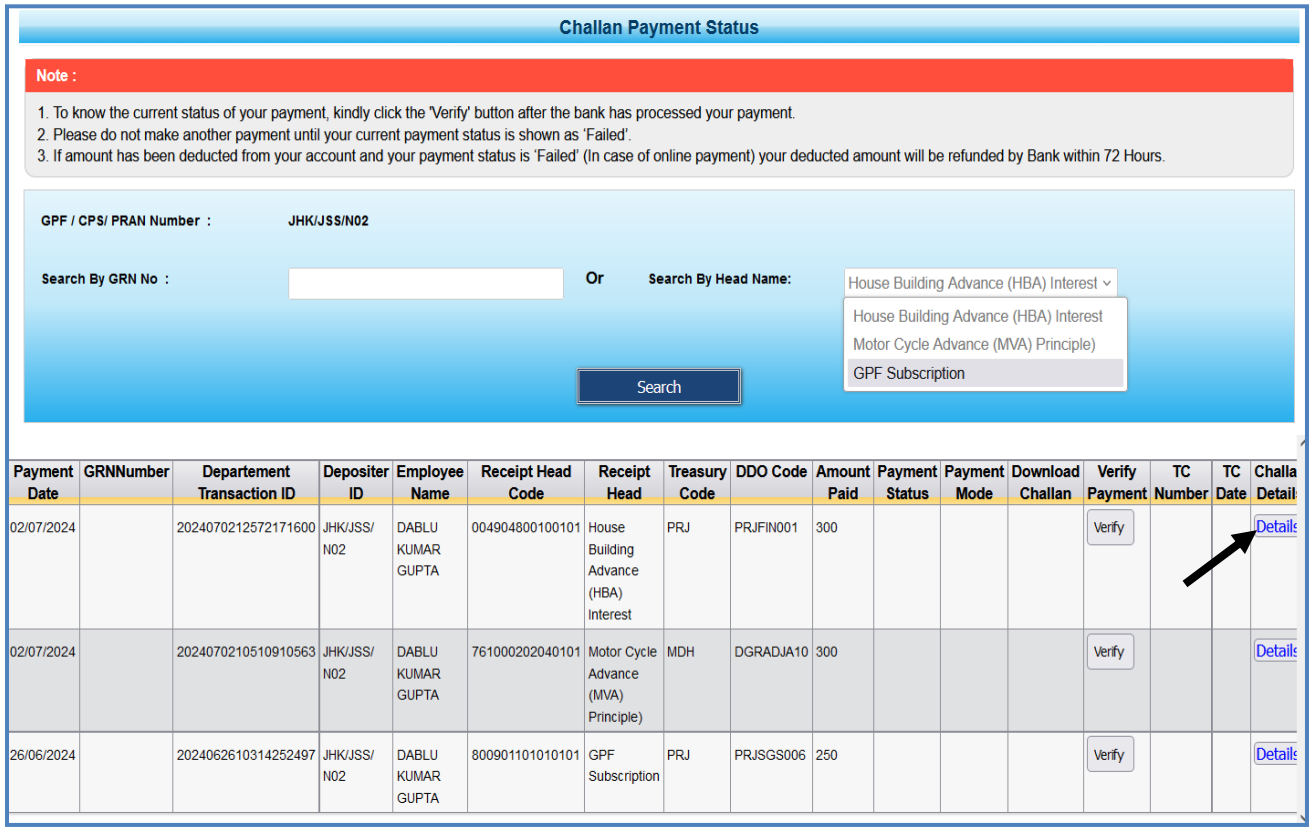


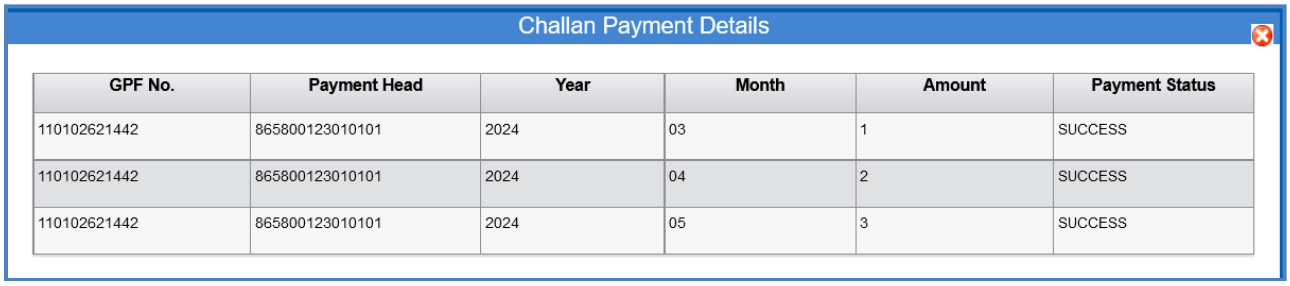
- Challan Payment status and history will be visible for the logged in user. Enter **GRN** or select **Head Name** and click on **Search** button to search a particular payment detail. You can click on **Verify** button to verify your payment status if, payment status is **Booked** or **Not Available**.



Payment Date	GRNNumber	Departement Transaction ID	Depositer ID	Employee Name	Receipt Head Code	Receipt Head	Treasury Code	DDO Code	Amount Paid	Payment Status	Payment Mode	Download Challan	Verify Payment	TC Number	TC Date	Challa Detail
02/07/2024		2024070212572171600	JHK/JSS/N02	DABLU KUMAR GUPTA	004904800100101	House Building Advance (HBA) Interest	PRJ	PRJFIN001	300				Verify			Details
02/07/2024		2024070210510910563	JHK/JSS/N02	DABLU KUMAR GUPTA	761000202040101	Motor Cycle Advance (MVA) Principle)	MDH	DGRADJA10	300				Verify			Details
26/06/2024		2024062610314252497	JHK/JSS/N02	DABLU KUMAR GUPTA	800901101010101	GPF Subscription	PRJ	PRJSGS006	250				Verify			Details

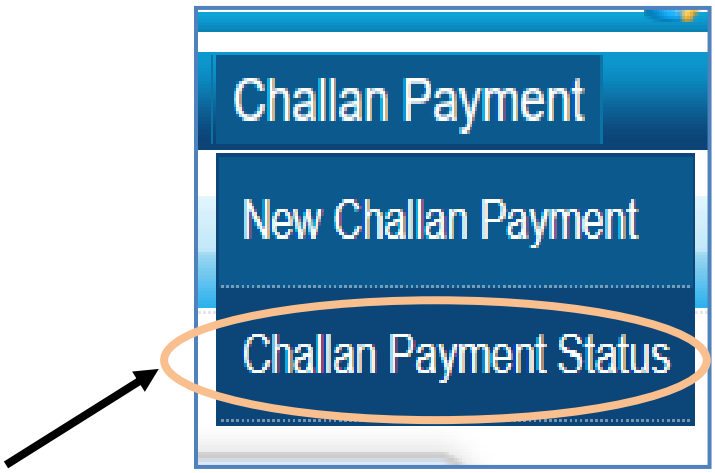
- Click on **Details** to view the e-Challan payment details.





Download Challan

- To download copy of Challan click on **Challan Payment > Challan Payment Status.**



- Enter **GRN** or select **Head Name** and click on **Search** button to search a particular payment detail. Then click on **Download Challan**.

