Online Payment of Fees through

GRAS

(Government Receipt Accounting Software)

for

PLAN APPROVAL/LICENCE FEES/Medical Examination of workers under

FACTORIES ACT, 1948

Help Desk:

☎: 0413-227 9474 (during office hours)

Version 2.0 dated: 02nd March 2018
Pre-requisite

- Internet Connection.
- User should have minimum knowledge of using browser for e-payment.
- User should have Internet enabled banking account or credit or debit card for e-payment. (Refer GRAS website for list of banks enabled)
- Copy of last years’ Factory Licence( for Licence number)

PROCEDURE:

- Type the following address in browser for initiating online payment

  **https://gras.py.gov.in**

- The initial Screen will be displayed (Figure 1)

- User has option to register and make payment or Pay without registration. *(Registered users shall have an option to download Receipt at a later date by logging into website. Registration may please be done in the name of factory, since name and address details will be popped up from the details provided during registration of user. However the registered user has option to change the name and address details in the User Inter action screen , if he is paying for a factory)*

- Select the option “Pay without Registration” or login if registered USER

- Screen will display interaction screen (Figure 2)

- User selects the options given below

- **Department**: Select “LABOUR” from the dropdown list.

- **Payment type**: Select the ‘FEES realized under Factories Act’ from the dropdown list.

- **District**: Select the “Puducherry” or “Karaikal” or ‘MAHE’ or YANAM’ from the dropdown list

- **Office Name**: Select the ‘Chief Inspector of Factories” for Puducherry

  - “Inspector of Factories Karaikal ‘ for Karaikal

  - ‘LABOUR OFFICER ENFORCEMENT MAHE’ for Mahe

  - ‘LABOUR OFFICER ENFORCEMENT Yanam’ for Yanam

  from the dropdown list related to the above selected location.

- **Period (Year)** - Current Financial year selects by default.

- **Period (options)** – Select the option ‘ONETIME/ADHOC’ from the drop down list.
Form ID – no selection needed

Enter the amount of fees in the row pertaining to

“Scrutiny Plans” for ‘PLAN APPROVAL’  
(Account head 0230-00-104-01-00-00 scrutiny Plans)  
(Rs 250 for SSI/2000 for MSI/ 5000 for LSI)

“Licence fees” for ‘Licence New or Renewal’  
(Account head 0230-00-104-02-00-00 Licence fees)  
(Fees as per Table under rule 4 of  
Pondicherry Factories Rules, 1964)

“Medical Examination Fees” for ‘Medical examination of Workers’  
(Account head 0230-00-104-03-00-00 Medical examination fees)  
(Fees @ Rs 50/worker as per Table Pondicherry Factories Rules, 1964)

User Personal Details- user enters the personal details given below,

Department Tax ID. – Enter the LICENCE NUMBER, if already licenced else leave it Blank

PAN – PAN (Permanent account number) of the user (optional)

Name – Enter the name of Factory ( As per Certificate of renewal issued last year).  
(MANDATORY)

Block no./ Premises – Contact address of the user.

Locality/Road - Locality name and Road name of the address.

Area /City –City/ Area name of the user.

Pin no. – PIN of the city or Area.

Remarks – Enter any one of the following as appropriate for the service requested, 
namely :- “ Fees for New Factory Plan approval” or “Fees for revised Plan approval Plan  
No 10- ...............” or “Licence for New factory” or “ Licence Renewal for the years  
.................” or “ Medical examination of _____ workers for the year .......”

Payment options select one of the following:-

- E-payment – for payment using SBI internet banking or SBI Debit Card
  o The Select the Bank i.e ‘STATE BANK OF INDIA”

- Payment across Bank Counter – for payment using CASH or CHEQUE
  o The Select the Bank i.e ‘STATE BANK OF INDIA”- Can be paid at any SBI branch

- SBI epay Payment Gateway– for payment using other Banks (Customer will have to pay the payment gateway charges)
Input Image Text – Input the image text in the box (Case Sensitive)

Submit the form for payment.(Sample of page with fields filled up is shown in Figure 3)

Important – Note down the GRN number being generated(needed for downloading receipt and tracking failed transactions)

- E-payment – directed to SBI for Payment- Successful payment – e-Challan will be generated- Save it and print it.

- PAYMENT across BANK Counter – e-Challan will be generated – pay across any SBI counter- Original stamped e-Challan to be submitted to office.

- SBI epay Payment Gateway – Direct payment gateway – Successful payment - e-Challan will be generated- Save it and print it.

PLAN APPROVAL

Submit the Hard copy of e-Challan to along with Form 1-C, Plans and enclosure in addition to applying for Plan approval online through FIRMS Software to Factory Inspectorate, Puducherry/Karaikal for Plan approval

LICENCE NEW OR RENEWAL

Submit the Hard copy of e-Challan to along with Form 2, LICENCE and to Factory Inspectorate, Puducherry/Karaikal for Licence issue or renewal

MEDICAL EXAMINATION

Submit the Hard copy of e-Challan to Factory Inspectorate, Puducherry along with covering letter to schedule medical Examination of workers

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FIGURE 1 – Initial screen of website

Figure 2 – USER Interaction Screen
Figure 3 – Sample filled screen before submitting page for payment