

STEP-1 OPEN GST SITE

The screenshot shows the homepage of the Goods and Services Tax (GST) website. The browser address bar displays <https://www.gst.gov.in>. The page features a dark blue header with the GST logo and the text "Goods and Services Tax". A navigation menu includes "Home", "Services", "GST Law", "Downloads", "Search Taxpayer", "Help", and "e-Way Bill System". Below the header is a large banner image composed of several hexagonal panels showing industrial and commercial scenes. The main content area is divided into two sections: "News | Updates | Events" and "Popular help topics". The "News | Updates | Events" section shows a news item dated 16/10/2018 titled "Advisory for Taxpayers to file Refund for Multiple Tax period". The "Popular help topics" section lists several questions, such as "How do I file GST return?" and "How do I file intimation about voluntary payment?". The Windows taskbar at the bottom shows the system tray with the date 01/11/2018 and time 4:46 PM.

**STEP-2 LOG-IN TO USING LOG-IN ID AND PASSWORD AS PROVIDE BY US**

The screenshot displays the login interface for the Goods and Services Tax (GST) portal. The browser's address bar shows the URL <https://services.gst.gov.in/services/login>. The page header includes the GST logo and the text "Goods and Services Tax". A navigation menu contains links for Home, Services, GST Law, Downloads, Search Taxpayer, Help, and e-Way Bill System. The main content area is titled "Login" and contains the following fields and elements:

- Username**: A text input field containing "SRTN00951G.gtan". A red dot indicates a mandatory field.
- Password**: A password input field with masked characters (dots).
- Image Verification**: A CAPTCHA image showing the number "320542". A red dot indicates a mandatory field.
- LOGIN**: A blue button to submit the login form.
- Forgot Username** and **Forgot Password**: Links for users who have lost their credentials.

The Windows taskbar at the bottom shows the system time as 4:54 PM on 01/11/2018. The taskbar includes icons for the Start menu, Internet Explorer, File Explorer, Google Chrome, and several application windows.

**STEP-3 AFTER LOG-IN FOLLOWING SCREEN APPEARED**

The screenshot displays the GST Common Portal dashboard for an Account Officer (CASH). The page header includes the GST logo and the text "Goods and Services Tax". The user is logged in as "ACCOUNT OFFICER (CA)". The dashboard shows the user's last login on 01/11/2018 at 12:55 and the current IP address as 202.71.12.143. The main content area features a welcome message and a navigation panel with buttons for "RETURN DASHBOARD >", "CREATE CHALLAN >", and "VIEW NOTICE(S) AND ORDER(S) >". A text box provides instructions: "You can navigate to your chosen page through navigation panel given below". On the right side, there is a "Quick Links" section with links for "Check Cash Balance" and "Liability ledger". The footer contains copyright information for the 2018-19 Goods and Services Tax Network, the site last updated on 25-09-2018, and the design/development by GSTN. The Windows taskbar at the bottom shows the system clock at 4:55 PM on 01/11/2018.

STEP-4 CLICK ON "SERVICE" TAB AND GO TO PAYMENT SECTION AND CLICK ON " CREATE CHALLAN"

The screenshot displays the GST portal dashboard for an Account Officer (CA). The page title is "Goods and Services Tax" and the user is logged in as "ACCOUNT OFFICER (CA)". The navigation menu includes "Dashboard", "Services", "GST Law", "Search Taxpayer", "Help", and "e-Way Bill System". The "Services" dropdown menu is open, showing options like "Registration", "Ledgers", "Returns", "Payments", "User Services", and "Refunds". The "Payments" section is active, displaying "Create Challan", "Saved Challans", "Challan History", and "Application for Deferred Payment/Payment in Instalments". A central message box states: "You can navigate to your chosen page through navigation panel given below". Below this, there are three buttons: "RETURN DASHBOARD >", "CREATE CHALLAN >", and "VIEW NOTICE(S) AND ORDER(S) >". On the right side, the user's profile information is shown, including the name "(CASH)", the ID "24SRTN00951G1D4", and a "View Profile" link. Below the profile, there is a "Quick Links" section with "Check Cash Balance" and "Liability Ledger". The footer of the page indicates "Site Last Updated on 25-09-2018" and "Designed & Developed by GSTN". The Windows taskbar at the bottom shows the system time as 4:56 PM on 01/11/2018.

STEP-5 AFTER CLIKING ON " CREATE CHALLAN" FOLLOWING SCREAN IS APPEARED.  
FILL UP THE AMOUNT BELOW THE " TAX" TAB AMONGS REQUIRED TAX I.e. CGST, OR IGST  
OR SGST

The screenshot displays the 'Create Challan' interface on the Goods and Services Tax Network (GSTN) portal. The page title is 'Goods and Services Tax' and the user is logged in as 'ACCOUNT OFFICER (CA)'. The navigation menu includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. The main content area shows the 'Create Challan' form with three tabs: 'Create Challan', 'Saved Challan', and 'Challan History'. The 'Tax Liability' section contains a table with the following data:

	Tax ( ₹ )	Interest ( ₹ )	Penalty ( ₹ )	Fees ( ₹ )	Other ( ₹ )	Total ( ₹ )
CGST(0005)	50					50
IGST(0008)						0
CESS(0009)						0
Gujarat SGST(0006)	50					50
<b>Total Challan Amount:</b>	= 100 /-					
<b>Total Challan Amount (In Words):</b>	Rupees One hundred Only					

Below the table, the 'Payment Modes' section is visible, with options for 'E-Payment', 'Over The Counter', and 'NEFT/RTGS'. The Windows taskbar at the bottom shows the system time as 4:57 PM on 01/11/2018.

STEP-6 AFTER FILLING TAX AMOUNT CLICK ON NEFT/RTGS TAX AND THEN SELECT YOUR BANKFRIM WHICH YOU WANT TO MAKE NEFT/RTGS.

Goods & Services Tax (GST) | Pay x

Goods And Services Tax Network [IN] | <https://payment.gst.gov.in/payment/auth/>

Apps Login (2,979 unread) - bdu Ministry Of Corporate Goods & Service Tax

Create Challan Saved Challan Challan History

Tax Liability

	Tax ( ₹ )	Interest ( ₹ )	Penalty ( ₹ )	Fees ( ₹ )	Other ( ₹ )	Total ( ₹ )
CGST(0005)	50					50
IGST(0008)						0
CESS(0009)						0
Gujarat SGST(0006)	50					50
<b>Total Challan Amount:</b>	= 100 /-					
<b>Total Challan Amount (In Words):</b>	Rupees One hundred Only					

Payment Modes

- E-Payment
- Over The Counter
- NEFT/RTGS

Remitting Bank

Select Bank

SAVE GENERATE CHALLAN

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<https://payment.gst.gov.in/payment/>

4:57 PM 01/11/2018



STEP-7 ON SELECTING BANK, FOLLOWING SCREEN APPEARED, THEN CLIEK ON " GENERATE CHALLAN" TAB

Goods & Services Tax (GST) | Pay x

Goods And Services Tax Network [IN] | https://payment.gst.gov.in/payment/auth/

Apps Login (2,979 unread) - bdul Ministry Of Corporat Goods & Service Tax

Create Challan Saved Challan Challan History

Tax Liability

	Tax ( ₹ )	Interest ( ₹ )	Penalty ( ₹ )	Fees ( ₹ )	Other ( ₹ )	Total ( ₹ )
CGST(0005)	50					50
IGST(0008)						0
CESS(0009)						0
Gujarat SGST(0006)	50					50
<b>Total Challan Amount:</b>	= 100 /-					
<b>Total Challan Amount (In Words):</b>	Rupees One hundred Only					

Payment Modes \*

- E-Payment
- Over The Counter
- NEFT/RTGS ✓

Remitting Bank \*

STATE BANK OF INDIA x

SAVE GENERATE CHALLAN

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

4:58 PM 01/11/2018

**STEP-8 AFTER CLICKING ON GENERATE CHALLAN , YOUR CHALLAN SHALL BE GENERATED AND THEN CLICK ON “DOWNLOAD” TAB. THEN DOWNLOAD THIS CHALLAN AND PRINTOUT THE SAME AND GO TO BANK FOR PAYMENT. AFTER MAKING PAYMENT, MAIL THIS PAID CHALLAN ALONG WITH “EXCEL DATA SHEET”**

Goods & Services Tax (GST) | Pay X

Goods And Services Tax Network [IN] | https://payment.gst.gov.in/payment/auth/generatedchallan

Apps Login (2,979 unread) - bdu Ministry Of Corporat Goods & Service Tax

Goods and Services Tax ACCOUNT OFFICER (CA)

Dashboard Services GST Law Search Taxpayer Help e-Way Bill System

Dashboard Payment Generate Challan English

Challan successfully generated

**GST Challan**

CPIN	Challan Generation Date	Challan Expiry Date
1811240007561	01/11/2018 16:58:28	16/11/2018

Mode of Payment :- NEFT/RTGS

**Details Of Taxpayer**

GSTIN/Other Id	Email Address	Mobile Number
24SRTH00951G1D4	XXXXXXXXXXXXXXXXXXXX@XXXXXXXXXXXXm	9XXXXXXXX2745

Name: ACCOUNT OFFICER (CASH) Address: XXXXXXXXXXXX Gujarat,396445

**Details of Deposit**

	Tax ( )	Interest ( )	Penalty ( )	Fees ( )	Other ( )	Total ( )
CGST(0005)	50	0	0	0	0	50
IGST(0005)	0	0	0	0	0	0
CESS(0009)	0	0	0	0	0	0
Gujarat SGST(0006)	50	0	0	0	0	50
<b>Total Challan Amount:</b>	₹ 100 /-					
<b>Total Challan Amount (In Words):</b>	Rupees One hundred Only					

Beneficiary Details

IFSC Code	Remitting Bank Name
SSIN	STATE BANK OF INDIA

**TRANSFER OF FUNDS THROUGH NEFT**

Beneficiary Name	Beneficiary Account No.
GST	1811240007561
Amount	Beneficiary IFSC
100	RSIB00STPMH

[DOWNLOAD](#)

ⓘ If amount is deducted from bank account and not reflected in electronic cash ledger, please raise grievance under Grievance Type Grievance Against Payment.

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EN 4:58 PM 01/11/2018



Form GST PMT -06 Payment Challan  
(See Rule 87(2) )  
Challan for deposit of goods and services tax

CPIN: 18112400007561      Challan Generated on : 01/11/2018      Expiry Date : 16/11/2018  
16:58:26

**Details of Taxpayer**

GSTIN: 24SRTN00951G1D4      E-mail Id:      Mobile No.: 9XXXXXX2745  
sXXXXXXXXXXXXXXXX@XXXXXXXXom  
Name(Legal): ACCOUNT OFFICER      Address : XXXXXXXXXXX Gujarat,  
(CASH)      396445

**Details of Deposit (All Amount in Rs.)**

Government	Major Head	Minor Head					
		Tax	Interest	Penalty	Fee	Others	Total
Government Of India	CGST(0005)	50	-	-	-	-	50
	IGST(0008)	-	-	-	-	-	-
	CESS(0009)	-	-	-	-	-	-
	Sub-Total	50	0	0	0	0	50
Gujarat	SGST(0006)	50	-	-	-	-	50
<b>Total Amount</b>		<b>100</b>					
<b>Total Amount (in words)</b>		<b>Rupees One hundred Only</b>					

**Mode of Payment**

E-Payment     Over the Counter(OTC)     NEFT / RTGS

**NEFT/RTGS**

Remitting Bank	STATE BANK OF INDIA
Beneficiary Name	GST
Beneficiary Account Number (CPIN)	18112400007561
Name of beneficiary bank	Reserve Bank of India
Beneficiary Bank's Indian Financial System Code (IFSC)	RBIS0GSTPMT
Amount	100

**Note: Charges to be separately paid by the person making payment.**

**Particulars of depositor**

Name	
Designation/Status(Manager,partner etc)	
Signature	
Date	

**Paid Challan Information**

GSTIN	
Taxpayer Name	
Name of the Bank	
Amount	
Bank Reference No.(BRN)/UTR	
CIN	

Payment Date	
Bank Ack No. (For Cheque / DD deposited at Bank's counter)	

**GOODS AND SERVICES TAX**

Mandate Form for making GST Payment through NEFT/ RTGS Mode  
(See Rule ----)

(Valid Till Date : 16/11/2018)

I hereby authorize STATE BANK OF INDIA to remit an Amount of Rs 100 (Rupees in words )Rupees One hundred Only through  NEFT  RTGS as per details given below :  
 Cheque  Debit my/our Account

**DETAILS OF APPLICANT(REMITTER)**

Name of the Remitter	ACCOUNT OFFICER (CASH)
Account Number	
Cheque Number	
Cheque Date	
Address	XXXXXXXXXX Gujarat,396445
Contact No.	9XXXXX2745

**DETAILS OF BENEFICIARY**

Beneficiary Name	GST
Beneficiary Account No.(CPIN)	18112400007561
Beneficiary Bank Name	Reserve Bank of India
Beneficiary IFSC Code(11-digit)	RBIS0GSTPMT
Amount	100

.....)

**Signature**

**Date:**

**FOR BANK'S USAGE**

Date and time of receipt of NEFT/RTGS request	
Transaction Amount	
NEFT/RTGS Charges	
Total Debit to Customer	
NEFT /RTGS initiation date & time	
NEFT/RTGS unique transaction number (UTR No.)	

**Instruction for Banks/Customer :**

1. No change is allowed in the NEFT/RTGS details by the customer or the originating bank. The transaction is liable to be rejected in case of any change in the NEFT/RTGS details
2. This NEFT/RTGS transaction should reach the destination bank before expiry of challan period. In case of any delay, the NEFT /RTGS transaction would be returned to the originating account. It would be the responsibility of the customer and the originating bank to ensure that the NEFT /RTGS remittance reaches the beneficiary account well before the expiry period and neither the GST Authorities nor Reserve Bank of India would be responsible for any delay.