



# **Goods And Services Tax on GST portal**

## **Process Flow for HDFC Over The Counter**

# Visit GST portal



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## Goods and Services Tax

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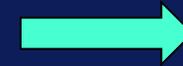


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to pay your GST



## Goods and Services Tax

User can either click here to log-in to GST portal using their log-in credentials



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Home > Login

### Login

• indicates mandatory fields

Username •

Password •

LOGIN

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**📘 First time login:** If you are logging in for the first time, click [here](#) to log in.

Enter the Username and Password for GST, and click on **“Login”**



## Goods and Services Tax

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Else, user can click on **Services >> Payments >> Create Challan**

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### Create Challan

• indicates mandatory fields

GSTIN/Other Id •

PROCEED

User can enter the GSTIN/Other Id



### Create Challan

• indicates mandatory fields

GSTIN/Other Id •

Type the characters as displayed below •



After entering the GSTIN/other Id, user will have to enter the CAPTCHA and click on proceed

# Select "Reason for Challan"

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e-Invoice

Home > Payment > Reason for challan

English

### Reason For Challan

HELP 

Reason For Challan <sup>•</sup>:

Monthly payment for quarterly return

Any other payment

<sup>•</sup> indicates mandatory fields

PROCEED

**Note:** For taxpayer filing GSTR-3B on quarterly basis:

1. To make payment for the first (M1) and second (M2) months of the quarter, please select reason as 'Monthly Payment for Quarterly Return' and the relevant period (financial year, month) and choose whether to pay through 35% challan or self-assessment challan.
2. To make payment for the third month of the Quarter (M3), please use 'Create Challan' option in payment Table-6 of Form GSTR-3B Quarterly. An auto-populated challan amounting to liabilities for the quarter net off credit utilization and existing cash balance can be generated and used to offset liabilities.

Click [here](#) for navigation to 'Return Dashboard' and prepare GSTR-3B Quarterly. Filing of GSTR-3B Quarterly available in the third month of the quarter is mandatory.

User will be asked to select the "Reason for Challan"

After selecting the reason from the mentioned options, user can click on "Proceed"

# Enter Amounts



## Details of Taxpayer

GSTIN/Other Id	Email Address	Mobile Number
██████████	mXXXXXXXX@XXXXXXXXXXXXXom	8XXXXX7745
Name	Address	
██████████	XXXXXXXXXX Rajasthan,326520	

## Reason For Challan

[Edit Reason](#)

Reason
<b>Any other payment</b>

## Details of Deposit

	Tax ( ₹ )	Interest ( ₹ )	Penalty ( ₹ )	Fees ( ₹ )	Other ( ₹ )	Total ( ₹ )
CGST(0005)	<input type="text"/>	0				
IGST(0008)	<input type="text"/>	0				
CESS(0009)	<input type="text"/>	0				
Rajasthan SGST(0006)	<input type="text"/>	0				
<b>Total Challan Amount:</b>						₹ 0
<b>Total Challan Amount (In Words):</b>						

The user can enter the different GST amounts to be paid, like CGST, IGST etc

# Select Over the Counter mode to Generate Challan



## Payment Modes \*

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

## Name of Bank (Where cash or instrument is proposed to be deposited) \*

- |  |  |
|--|--|
| <input type="radio"/> AXIS BANK                    | <input type="radio"/> BANK OF BARODA                 |
| <input type="radio"/> BANK OF INDIA                | <input type="radio"/> BANK OF MAHARASHTRA            |
| <input type="radio"/> CANARA BANK                  | <input type="radio"/> CENTRAL BANK OF INDIA          |
| <input type="radio"/> CITY UNION BANK LIMITED      | <input type="radio"/> DCB BANK LIMITED               |
| <input type="radio"/> DHANLAXMI BANK LIMITED       | <input type="radio"/> FEDERAL BANK                   |
| <input checked="" type="radio"/> HDFC BANK         | <input type="radio"/> ICICI BANK LTD                 |
| <input type="radio"/> IDBI BANK                    | <input type="radio"/> IDFC FIRST BANK LIMITED        |
| <input type="radio"/> INDIAN BANK                  | <input type="radio"/> INDIAN OVERSEAS BANK           |
| <input type="radio"/> INDUSIND BANK                | <input type="radio"/> JAMMU AND KASHMIR BANK LIMITED |
| <input type="radio"/> KARNATAKA BANK LIMITED       | <input type="radio"/> KARUR VYSYA BANK               |
| <input type="radio"/> KOTAK MAHINDRA BANK LIMITED  | <input type="radio"/> PUNJAB AND SIND BANK           |
| <input type="radio"/> PUNJAB NATIONAL BANK         | <input type="radio"/> RBL BANK LIMITED               |
| <input type="radio"/> SOUTH INDIAN BANK            | <input type="radio"/> STATE BANK OF INDIA            |
| <input type="radio"/> TAMILNAD MERCANTILE BANK LTD | <input type="radio"/> UCO BANK                       |
| <input type="radio"/> UNION BANK OF INDIA          |  |

- Cash  Cheque  Demand Draft

The user will then have to select the **Payment Mode** as **“Over The Counter”**. Then the user will have to choose between

1. Cash
2. Cheque
3. Demand Draft

and click on **“Generate Challan”**



## Re-Enter GSTN/ Other Id



	Tax ( ₹ )	Interest ( ₹ )	Penalty ( ₹ )	Fees ( ₹ )	Other ( ₹ )	Total ( ₹ )
CGST(0005)	<input type="text"/>				<input type="text"/>	10
IGST(0008)	<input type="text"/>				<input type="text"/>	0
CESS(0009)	<input type="text"/>				<input type="text"/>	0
Rajasthan SGST(0006)	<input type="text"/>				<input type="text"/>	0
<b>Total Challan Amount:</b>		₹ 10 /-				
<b>Total Challan Amount (In Words):</b>		Rupees Ten Only				

GSTIN/Other Id Verification ×

**Re-Enter GSTIN/Other Id for Challan Generation**

Payment Modes •

<input type="checkbox"/> E-Payment
<input checked="" type="checkbox"/> Over The Counter
<input type="checkbox"/> NEFT/RTGS

The user will be prompted to enter the GSTIN/Other Id again

# Challan successfully generated



Home > Payment > Generated Challan English

**Challan successfully generated.**

**GST Challan**

CPIN	Challan Generation Date	Challan Expiry Date
[REDACTED]	20/02/2024 16:38:52	06/03/2024

Mode of Payment :- **Over The Counter**

**Details Of Taxpayer**

GSTIN/Other Id	Email Address	Mobile Number
[REDACTED]	sXXXXXXXXXXXXXXXXXXXX@XXXXXXXXX Xom	7XXXXX1324

Name	Address
[REDACTED]	

**Reason For Challan**

Reason  
**Any other payment**

**Details of Deposit**

	Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)
CGST(0005)	10	0	0	0	0	10
IGST(0008)	0	0	0	0	0	0
CESS(0009)	0	0	0	0	0	0
Rajasthan SGST(0006)	0	0	0	0	0	0
<b>Total Challan Amount:</b>	₹ 10 /-					
<b>Total Challan Amount (In Words):</b>	Rupees Ten Only					

**Over The Counter Details**

Payment through	Bank Name
Cheque	HDFC BANK

[DOWNLOAD](#)

❗ If amount is deducted from bank account and not reflected in electronic cash ledger, you may raise grievance under Services>Payments>Grievance against payment(GST PMT-07)  
❗ \*Awaiting Bank Confirmation: For e-payment mode of payment, if the maker has made a transaction and checker approval is not communicated by bank to GST System.  
❗ \*Awaiting Bank Clearance: For OTC mode of payment, if bank has acknowledged the challan but remittance confirmation is not communicated by bank to GST System.

The challan will be successfully generated. The user can download this challan, and visit their nearest HDFC Bank branch to pay their GST



THANK YOU