

## Instructions for making payment for supply of Meteorological Data

As per the order of Ministry of Finance, Govt. of India, all non-tax payment meant for Central Govt departments should be made through online payment using dedicated web-portal (<https://bharatkosh.gov.in>) called Non-tax Receipt Portal (NTRP). The online payment using NTRP is explained below.

For any doubts, kindly contact this office at [mc.tv@imd.gov.in](mailto:mc.tv@imd.gov.in)

Users are advised to exercise care during payment process and IMD is not responsible for any payment with wrong options. Money once paid into to the account, cannot be returned on any circumstances.

### STEP 1

Enter <https://bharatkosh.gov.in> in the web browser to access NTRP.

#### Registration with NTRP:

For users of Ministries/Departments, Autonomous bodies, PSUs and NGOs, **registration in NTRP is compulsory** for online payment.

For **Individuals** or **Corporate/Commercial undertakings**, registration is optional and can make payment without registration using Non-Registered users link (Fig.1)

**Note** : Corporate/Commercial Undertakings, who wish to use this transaction for their GST related matters are requested to make payment as registered users.

Users registered with NTRP can login with their credentials to make payment. Non-Registered users, click on the *Non-Registered Users* tab shown in Fig.1.

The screenshot shows the Non-Tax Receipt Portal (NTRP) website. The header includes the Government of India logo, the text "Non-Tax Receipt Portal", and "Controller General of Accounts, Dept. of Expenditure, Ministry of Finance". A navigation bar contains links: Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, Charge-back and Refund Policy. The main content area features a banner with "Non-Tax Receipt Portal" and a grid of buttons: "Current Receipt Available for Deposits", "Donate to Swachh Bharat Kosh", "Common Receipts to GoI", and "Non-Registered Users". A red arrow points to the "Non-Registered Users" button. To the right is a "Login For Registered User" form with fields for "User Name", "Password", and a CAPTCHA (XYGeBH). Below the form are links for "Forgot Password?" and "Login", and a "Register as user" button.

(Fig. 1)

## STEP 2 ( Filling Payment Purpose details )

In the Payment purpose screen, enter/choose the options as given below.

- *Depositor Category* : Select the depositor category as applicable to you. For demo purpose, it is chosen as '**Individual**'
- *Purpose* : Click on the **Lens Symbol**. (**Don't type anything on your own**)
- In the Purpose details (Pop-up) window, select the following options.
  - *Ministry* : Select **EARTH SCIENCES** from the list
  - Click on **Search** button (This will show only Earth sciences accounts)
  - In the first column (labelled as **Purpose**) of the table, scroll down and look for the phrase '**SALE OF MET. DATA**' (all CAPS) and **click** on it. You will be taken back to the previous (Payment purpose) window.

SALE OF MET DATA

SALE OF MET DATA

147500202000000-  
METEOROLOGY

EARTH  
SCIENCES

- *Pay & Account office (PAO)* : select **000112-RPAO, IMD** from the dropdown list. (**Important**)
- Ensure that *Drawing&Disbursing office(DDO)* field automatically selected as '**200145 – Asstt. Met.(C&A), RMC**'. (If not, select it from the list)
- *Amount* : Enter the **Data Cost(with out GST)** (IMPORTANT) as mentioned in the payment advise issued to you.
- *Remarks* : Enter **Reference No, Date and your name specified** in the payment advise letter issued by this office

Now, the form will look like Fig. 2.

- Check all the entries and click **Add** button to add this transaction for payment.
- Now, click on **Next** button. This will take you to Depositor Details form(explained in STEP 3)

**Make your payment**

1 Payment Purpose — 2 Depositor's Details — 3 Confirm Info — 4 Pay

**Payment Purpose**

Depositor's category: \* Individual

Purpose: \* SALE OF MET DATA

Payment Type: SALE OF MET DATA

Ministry: EARTH SCIENCES

Pay & Account Office (PAO): 000112 - RPAO, IMD

Drawing & Disbursing Office(DDO): \* 200145 - Asstt. Met (C & A), RMC

Amount: \* INR 12848

RUPEES TWELVE THOUSAND EIGHT HUNDRED FOURTY EIGHT ONLY

Payment Frequency / Period: \* No Restriction

Remarks: Radiation data Rs.7890 + Houly data Rs.4958 = Total Rs.12848

**Add**

(Fig. 2)

### STEP 3 ( Filling DepositorDetails )

Fill the Depositor details form. All Red starred (astric) fields are mandatory. If the user wish to use the GST payment for any purpose at their end, they should fill all tax related fields like, TAN/TIN/PAN etc.

Choose payment mode as **Online Payment** or **NEFT/RTGS**.

Now, the form looks like Fig. 3.

Check for correctness of all details entered in the fields and *Click on* **Next** *button to* proceed further. Now, the system will display all details entered by you. **You can note that GST amount is specified separately and added to data cost automatically.** (Fig. 4)

Verify all details in the Confirm Screen and Click **Confirm** button to proceed for payment.

1 Payment Purpose — 2 Depositor's Details — 3 Confirm Info — 4 Pay

#### Depositor's Details

Name*	Mr. ▼ Vaibhav Gupta
Address Line 1*	EG 13 CAUTLEY BHAWAN <small>Characters not allowed are [~!@#\$%^&amp;*() ? &lt; &gt; : ;].</small>
Address Line 2:	INDIAN INSTITUTE OF TECHNOLOGY
Country*	INDIA ▼
State*	UTTARAKHAND ▼
District*	HARDWAR ▼
City	ROORKEE
Pincode/ Zipcode:	247667
TAN:	
TIN:	
PAN:	
Aadhaar:	
Mobile No*	INDIA(+91) ▼ 9026519200 <small>Mobile Numbers starts with 7,8 &amp; 9</small>
Email *	ar.vaibhavgupta@gmail.com

Online payment  SWIFT/NEFT/RTGS

**Back** **Next**

(Fig. 3)

## Payment Mode Online

### Depositor Details

Name :	Mr. vibhav Gupta		
Address 1 :	EG 13 CAUTLEY BHAVAN	Address 2 :	INDIAN INSTITUTE OF TECHNOLOGY
City :	ROORKEE	District :	HARDWAR
State :	UTTARAKHAND	Country :	INDIA
Pincode/ZipCode :	247667	Email :	dr.vibhavgupta@gmail.com
Mobile No (91) :	9028510200		
Aadhar Number		Pan Number	
Tan Number		Tin Number	

### Purpose Details

Sr. No.	Ministry	PAD Name	DDO Name	Purpose & Payment Type	Payment Period/ Frequency	Amount (In INR)
1	EARTH SCIENCES	RPAD, [MD[000112]	Asstt. Met (C & A), RMC[200145]	SALE OF MET DATA,SALE OF MET DATA	No Restriction	12848.00
				INR twelve thousand eight hundred forty eight only		Total : 12848.00

### Additional Charge Details

Sr. No.	PAD Name	DDO Name	Head of Account	Additional Charge Name	Amount (In INR)	Amount (In INR)
1	RPAD, [MD[000112]	Asstt. Met (C & A), RMC[200145]	000500101010000	cgst on Sale of Met Data	1156.00	1156.32
2	RPAD, [MD[000112]	Asstt. Met (C & A), RMC[200145]	000600101010000	sgst on sale of Met Data	1156.00	1156.32
			INR two thousand three hundred twelve only		Total : 2312	Total : 2312.64

INR fifteen thousand one hundred sixty one only 15161

Note : The exchange rate used is : 1 INR = INR 1 per the Reserve Bank of India latest rates as on 11-04-2016 11:14:22

Save

Back

Confirm

(Fig. 4)

#### STEP 4 ( Payment mode details )

For online payment option, the payment can be made using **Credit card, Debit card or Internet Banking.**

Select the following options

- Choose a **Payment Gateway**. Note that, your credit card/debit card /netbanking **may be with any bank**, still you can make payment by choosing any one of these Gateways (SBI/HDFC/Indian Bank) .
- Select **Payment option**. You can choose, Netbanking, Credit card or Debit card. Depending upon your selection, the bank transaction charges will vary and will be added to your payment amount.
- Enter the **captcha number** (exact CASE sensitive) .

The Net banking screen after choosing above options is shown in Fig. 5.

The screenshot displays a four-step process: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. Under 'Payment Gateway', it lists options for Credit Card, Debit Card, and Net Banking. The 'Net banking' option is selected, showing a list of banks including ALLAHABAD BANK, ANDHRA BANK, BANK OF INDIA (highlighted), BANK OF MAHARASHTRA, CANARA BANK, CATHOLIC SYRIAN BANK LTD., CITY UNION BANK LTD., CORPORATION BANK, and DCB Bank Limited. A 'View User Charge' button is present. Below the bank list, there is a captcha image and a text input field containing '00s2c5'. At the bottom, there is a 'Back' button, a checkbox for 'I acknowledge and confirm that I have read and agree to the Terms and Conditions', and a 'Pay' button.

(Fig. 5)

- Read the T&C and then click **Pay** button for payment.

### STEP 5 ( Payment receipt )

After payment, download/print the payment receipt (Fig. 6) and send it to this office along with payment advise(Charge Intimation letter) issued to the user for processing of data supply request.

	<b>bharatkosh.gov.in</b> Government of India Receipt Portal
<b>RECEIPT</b>	
Transaction Ref.No. 2703180001643	Dated: Mar 27 2018 3:27PM
Received from <u>MR. VAIBHAV GUPTA</u> with Transaction Ref.No. <u>2703180001643</u>	
Dated <u>Mar 27 2018 3:27PM</u> the sum of INR <u>15161 (Fifteen Thousand One Hundred Sixty-One Only)</u> through Internet based	
Online payment in the account of <u>SALE OF MET DATA, , Radiation data</u> <u>Rs.7890/- + Hourly data Rs.4958/-= Total Rs.12848/-</u>	
<b>Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication</b>	
<i>Printed On: 27-03-2018 03:28:36</i>	

(Fig. 6)