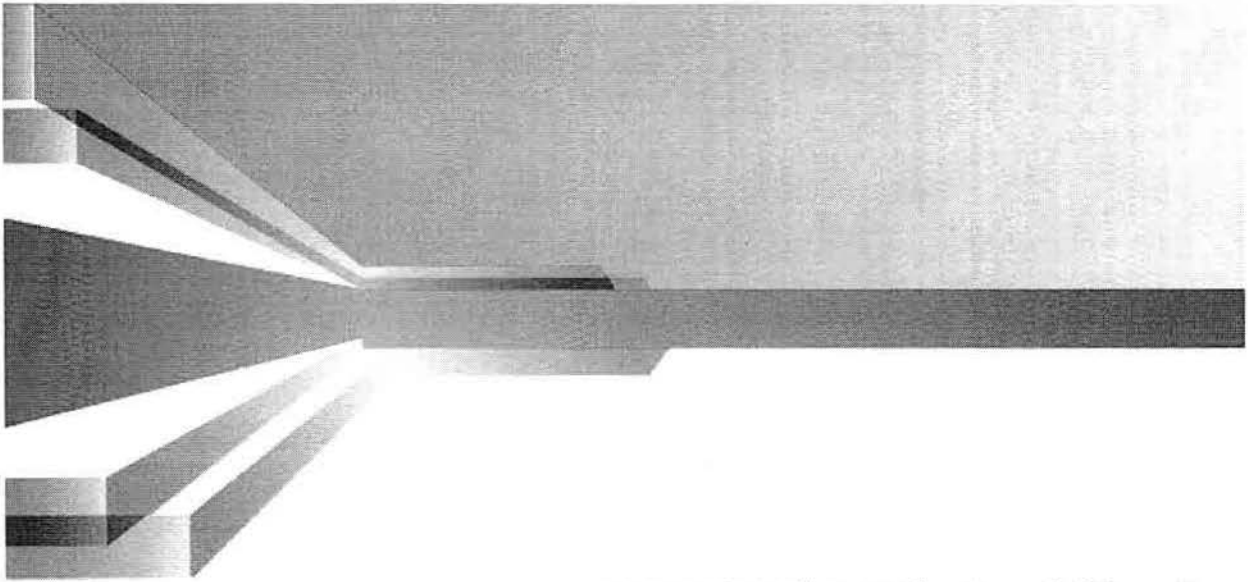


# User Guide

For

NTRP – NEFT/ RTGS mode of transactions



Prepared for: O/o Controller General of Accounts

11-Aug -2016

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11-August-2016	Ranjit Nair	1.0	Draft Version
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**Table of Content**

- 1 User Registration for NEFT Transactions: .....4
- 2 Steps for initiating Offline (NEFT/ RTGS) transactions.....4
- 3 Enter UTR No at Track your payment page.....7
  - 3.1 Provisional Receipt.....8

## 1 User Registration for NEFT Transactions:

NEFT/ RTGS based transactions can be done at NTRP only if user registers himself as a NEFT based user. User will have to undertake following steps:

1. Click on 'Register as User' button at Home page.
2. Enter valid **Mobile No.** and **E-mail ID**; click on 'Send OTP' button.
3. Enter the OTP sent on the mobile no. provided by the user and click on 'Verify' button.
4. Enter all the details correctly and click on 'Submit' button. User is required to enter a valid Username and password, as per the valid acceptable characters allowed for these fields.
5. Following fields are mandatory that are to be filled by the User to avail the NEFT transaction feature:
  - o NEFT Based Transaction (Depositor will check this checkbox field)
  - o Select Bank Name
  - o Bank Account Number
  - o IFSC Code
6. User will receive a pop up message "Successfully Registered".
7. Once the user is successfully registered as a NEFT based user, User will be able to do NEFT/ RTGS based transactions through NTRP.

The screenshot shows the 'User Registration' form on the Non-Tax Receipt Portal. The form is titled 'User Registration' and is part of the 'Non-Tax Receipt Portal' by the Controller General of Accounts, Dept. of Expenditure, Ministry of Finance. The form includes the following fields and options:

- Mobile No.: 9711432554
- Email ID: aso@gmail.com
- NEFT Based Transaction:  (An arrow points to this checkbox with the text 'Check to register as a user with NEFT based Transaction')
- Depositor's category: Individual
- Select Contactor: AGRICULTURE
- First Name: Raj
- Last Name: Kumar
- User Name: rajk03 (Character strength: 44 / 45, 0 / 100%)
- Password: [Masked]
- Confirm Password: [Masked]
- Organization Name: COA
- Company ID/Location No.: 12
- TAN: [Blank]
- Select Bank Name: ALLAHABAD UR (RAYS) BANK (An arrow points to this dropdown with the text 'Add Bank Name, Bank Account Name & IFSC Code for using NEFT based transaction')
- Bank Account No.: 121245544445
- IFSC Code: 09111001
- Buttons: Reset, Submit

At the bottom of the form, there is a footer with the text: '©2015 Controller General of Accounts. All Rights Reserved. To be viewed in 1280x760 resolution and IE 9 and above, Chrome and Mozilla. NIC. Power by Public Financial Management System.'

Figure 1: Add Account No. at My Profile page

## 2 Steps for initiating Offline (NEFT/ RTGS) transactions

User has an option to select Offline pay mode at NTRP. If user has to do an offline payment for a purpose then the below given steps have to be followed by user:-

- User selects pay mode (Swift/ NEFT/ RTGS) radio button at the depositor details page.

- At the selection of this pay mode radio button, a pop up page will be visible and user will be prompted to login as a NEFT/RTGS based user, if user has not registered as a NEFT based user, then user will have to enter his valid Bank account no and IFSC Code at the pop up page.

The screenshot shows the 'Depositor's Details' page of the Non-Tax Receipt Portal. A pop-up window is displayed over the form, asking for user credentials if the user is registered as a NEFT user, or for bank account details if not. The pop-up has two sections: one for NEFT user login (User Name, Password) and one for bank account details (Bank Account No, Bank Name, IFSC Code). Both sections have a 'Submit' button.

Figure 2: Add Account No. pop up at Depositor details page

- Once user has provided valid Bank account details, user will click on next button and will be navigated to Confirm Info page.

The screenshot shows the 'Confirm Info' page. The 'Payment Mode' is set to 'Offline Payment'. Below this, there are two tables: 'Depositor Details' and 'Purpose Details'.

Depositor Details					
Name :	M/S. Parvitha				
Address 1 :	INDIA	Address 2 :			
City :	delhi	District :	SOUTH		
State :	DELHI	Country :	INDIA		
Pincode / ZipCode :	110025	Email :	parvitha_94@yahoo.com		
Mobile No [ 91 ] :	9823718542				
Aadhaar Number :			PAH Number :		
TAN Number :			TIN Number :		

Purpose Details						
Sr. No.	Ministry	DDO Name	PAO Name	Purpose	Payment Period/ Frequency	Amount (In INR)
1	TELECOMMUNICATIONS	DDO, SO(DOP), New Delhi(110011)	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO #EASQVADTEC@TILLIT	SVRCSAFA 2016-17	Annual, 2016-2017	2000
Total:					INR Two Thousand Only	2000

Figure 3: Confirm Info page

- User will have to click next button and he will reach the final page of offline pay mode transaction cycle. At this page user can download the Deposit slip.



Figure 4: Download Deposit Slip page

Bharat Kosh (Toll free no: 1800 112 111)		Deposit / Pay-in-slip - NEFT / RTGS			
Note : Officials at Bank's counter and the depositor himself/ herself need to ensure that the remitter Bank A/c no being used for the NEFT/ RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/c no will lead to non-delivery of services expected in lieu of this payment to Government of India.	Beneficiary (PAO) A/C No. :	10578801002			
	Beneficiary (PAO) IFSC Code :	RBI50MBPA04			
	Beneficiary (PAO) Account Type :	Current Account			
	Remitter's Bank Name :	ICICI BANK LTD			
	Remitter's Bank A/C No. :	107001509239			
	Remitter's Bank IFSC Code :	ICID0001070			
	Payment Period/ Frequency :	Annual - 2016-2017			
Remitter Name	Department / office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Beneficiary (PAO) Name & Code
Ranjit Nair	DOO, SO(Cash), New Delhi (205155)	WFC SACFA payments, SACFA siting application registration fee	2,000.00	117300103060200	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER (Q7184)
<b>Total :</b>			<b>2,000.00</b>		
(In words) Rupees : Two thousand Only					
<b>For Bank's Usage</b>					
NEFT Request Received Date					
Transaction Amount					
NEFT Charges					
NEFT UTR No					
Courtesy : Public Financial Management System					

Figure 5: Deposit Slip

- User will have to carry this Deposit slip generated at NTRP to his Bank branch and ask the bank counter official to initiate NEFT into the PAO's Bank Account as mentioned in the deposit slip.
- User will also have to ask the bank official to write down the UTR No. at the Deposit slip.

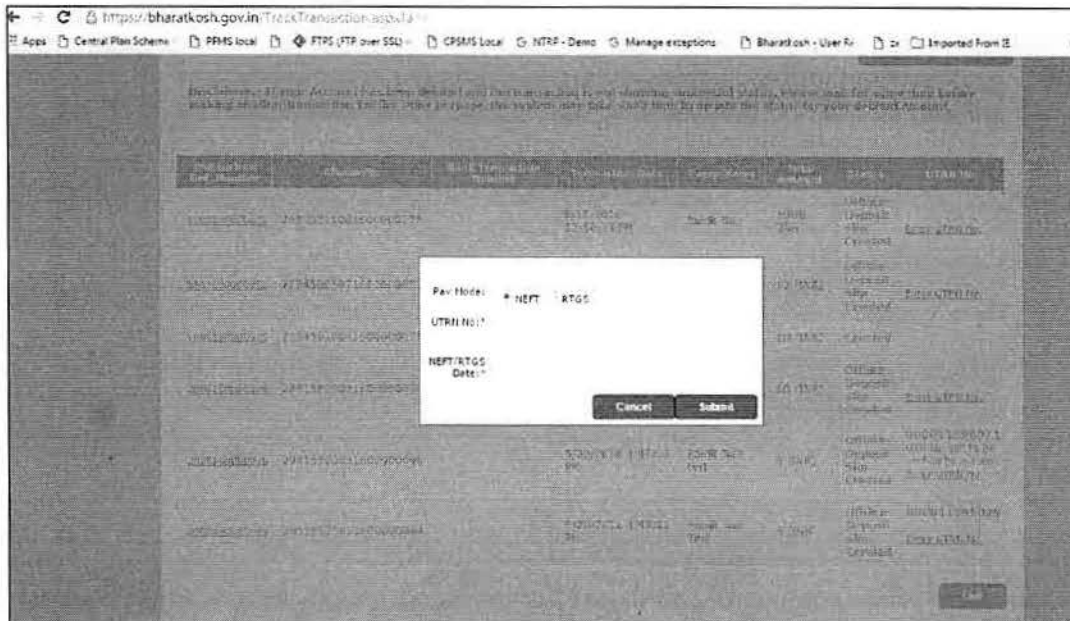
### 3 Enter UTR No at Track your payment page

User will have to login at NTRP>>Track your transaction page and enter the UTR No. for each such transaction done at NTRP.



Figure 6: Track your payment page

User will have to select the mode of payment whether NEFT or RTGS and enter the UTR number as obtained from the bank and also enter the date on which he did NEFT / RTGS at his bank counter. Users are advised to enter the exact UTR no. as received from the Bank. If it is NEFT based transaction then the UTR No, will be a minimum 12 characters number which can have only alphabet or digit (no special character like -, % \$ # etc)



**Figure 7: Enter UTR No. page**

Once user enters the UTR and clicks submit button, UTR no. entered will be displayed along with a message "the UTR yet to be validated by system".

### 3.1 Provisional Receipt

Once the UTR is submitted, user should click on the Transaction Ref. No link to view the Provisional Receipt. Provisional Receipt is generated once the user has entered the correct UTR no., a message will be displayed " UTR No. yet to be verified", if the UTR no. entered by user is also reported back to NTRP by RBI, then the UTR no. yet to be verified message will be removed and a subsequent "UTR verified" entry is made in NTRP database , PAO and other users will be able to view it in the transaction reports.

Once the user has generated the Provisional Receipt, he/she can show this Provisional Receipt to the concerned department official to receive the service. In case the UTR is verified back to NTRP via RBI, then it will be displayed to the department official at the NTRP transaction summary report and Dept user will provide the service for which the NEFT payment was done.



← → C https://bharatkosh.gov.in/TrackTransaction.aspx?all

Apps Central Plan Scheme PFMS local FTPS (FTP over SSL) CPMS Local NTRP - Demo Manage exceptions Bharatkosh - User Re Imported From IE

Transaction Ref. Number	ChallanNo	Bank Transaction Number	Transaction Date	Payer Name	Total Amount	Status	UTRN No
1108160000275	20515511081600000275		8/11/2016 12:50:34 PM	Ranjit Nair	2000 (INR)	Offline-Deposit Slip Created	<a href="#">Enter UTRN No.</a>
0507160000051	21345905071600000051		7/5/2016 12:19:52 PM	Ranjit Nair	12 (INR)	Offline-Deposit Slip Created	<a href="#">Enter UTRN No.</a>
1609160000075	21345916091600000075		6/16/2016 2:48:32 PM		10 (INR)	Created	
2005160000026	20515520051600000098		5/20/2016 4:50:30 PM	Ranjit Nair TEST	10 (INR)	Offline-Deposit Slip Created	12345678910110 UTR No yet to be scanned by system <a href="#">Enter UTRN No.</a>
2005160000029	20515520051600000096		5/20/2016 4:47:23 PM	Ranjit Nair test	5 (INR)	Offline-Deposit Slip Created	000011556071 UTR No yet to be scanned by system <a href="#">Enter UTRN No.</a>
2005160000034	20515520051600000094		5/20/2016 4:45:11 PM	Ranjit Nair Test	5 (INR)	Offline-Deposit Slip Created	000011596029 <a href="#">Enter UTRN No.</a>

Call

Figure 8: Click Transaction Ref. link to view details

← → C https://bharatkosh.gov.in/TrackTransaction.aspx?all

Apps Central Plan Scheme PFMS local FTPS (FTP over SSL) CPMS Local NTRP - Demo Manage exceptions Bharatkosh - User Re Imported From IE

**Depositor Transaction Details**

Name:	M/S. Ranjit Nair Test	Mobile No.:	7503763845
Address Line 1:	DELHI	Email:	ranjitnair_91@yahoo.com
Address Line 2:		Aadhaar Number:	
District:	NEW DELHI	PAN Number:	
State:	DELHI	TAN Number:	
Pincode:		TIN Number:	

<b>Payment Details:</b>	<b>Document List:</b>
Payment status: Offline-Deposit Slip Created	Provisional Receipt
Bank Name:	
Aggregator Name:	
Channel Name:	
Response Bank Name:	
Response Channel Name:	

Deposit Details							
Purpose	Amount	Ministry	Functional Head	DDO Name	PAOName	Payment Frequency/Period	Document List
WFC SACFA payments	5 (INR)	TELECOMMUNICATIONS	127800103050200	CCO, SO (cash), New Delhi	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER	One Time	

Figure 9: Transaction details page



**bharatkosh.gov.in**  
Government of India Receipt Portal

### PROVISIONAL RECEIPT FOR TRANSACTION

Dear **Ranjit Nair Test**,

Thank you for making a payment of Rs. **5.00** with reference to Transaction Reference Number: **2005160000094** and Challan Number: **2051552005160000094** in favour of Ministry: **TELECOMMUNICATIONS (095)**, PAO Name: **CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER (077188)**, DDO Name: **DDO, SO(Cash), New Delhi (205155)**, for Purpose **WPC SACFA payments** and Payment type **SACFA siting application registration fee**.

Please note that this is a provisional receipt subject to the validity of the UTR Number **000011596029** entered by you at . In case of mismatch of the UTR Number the validity of this provisional receipt stands cancelled.

*Printed On: 19-09-2016 02:44:42*

Courtesy :- Controller General of Accounts

Figure 10: Provisional Receipt