



User Guide

For

NTRP

(Government of India Non Tax Receipt Portal)

O/o Controller General of Accounts

Department of Expenditure

Ministry of Finance Government of India

Version 3.0

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1 Abbreviations:

Abbreviation	Full Form
NTRP	Non- Tax Receipt Portal
Gol	Government of India
DoT	Department of Telecom
OTP	One Time Password

2 Overview

This user guide provides detailed information on the usage of the Non-Tax Receipt portal. NTRP is a Non-Tax Receipt platform of the Gol mandated to receive all non-tax receipts pertaining to the Central Government ministries.

Users can make payment at NTRP portal with or without having login credentials and can make payment for the Swachh Bharat Kosh, common receipt to Gol and Non-Registered Users. NTRP comprise of a large bouquet of receipts, collected by individual departments/ministries. Primarily these receipts come from Dividends, Interest receipts, Spectrum charges, RTI application fee, purchase of forms/magazines by students and many other such payments by citizens / corporates/other users. Also it facilitates instant payment in a transparent environment using online payment technologies such as Internet Banking, Credit/Debit Cards.

3 Target Users

The scope of the document is for the below mentioned:

Individuals

1. These users will do Payment for various purposes, in return of any service provided by the Government.
2. Users will also utilize this portal to do donation for various agencies like “Swachh Bharat Kosh”
3. Users will also utilize this portal for Payment of various types of fees, to the Government. Like Exam fee.

Corporate/ Commercial Undertaking

4. These users will do Donation for various agencies like “Swachh BharatKosh” and contribute to their Corporate Social Responsibility.
5. These users will do Payment of various fees to Government, like Tender fee, Exhibition Fee, License Fee etc.

Ministry/Department of Payments

6. These users will utilize NTRP for doing ministry payments for any of the purposes.

3.1 Home Page of NTRP

Users should refer below figure for clarity on registered and non-registered user's accessibility:

- Open the web browser and write the URL <https://bharatkosh.gov.in> and click enter.
- You will reach at the home page of NTRP portal.



Figure 1: Home Page Screen

3.2 Payment Procedures at NTRP:

Below mentioned are the payment procedures available at NTRP for registered and non-registered users:

- Donate to Swachh Bharat Kosh
- Common Receipt to GoI
- Non-Registered Users

4 Registration at NTRP

To register at NTRP portal users will have to undertake the following steps:-

1. Click on '**Register as User**' button.
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.
5. Following fields are mandatory that are to be filled by the User:
 - First Name,
 - User Name,
 - Password and
 - Confirm Password.
6. User will receive a pop up message "Successfully Registered!".
7. Once the registration is successful, User can make payment by clicking on 'Make payment' menu item or track payments by clicking on 'Track payment' menu item. User can also edit this/ her profile details by clicking on 'My profile' menu item.

4.1 User Registration in case of 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.
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:
 - NEFT Based Transaction(Depositor will check this checkbox field)
 - First Name
 - User Name
 - Password
 - Confirm Password
 - Select Bank Name
 - Bank Account Number
 - 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.

Non-Tax Receipt Portal
Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

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Mobile No : INDIA(+91) 0711433554
Email Id : abc@gmail.com

NEFT Based Transaction Check to register as a user with NEFT based Transaction

Depositor's category : Individual
Select Controller : AGRICULTURE
First Name : kajal
Last Name : kumari
User Name : kkajal85 Check username availability kkajal85 is available
Password :
Confirm Password :
Organization Name : CGA
Company Identification No. : 12
TAN :
Select Bank Name : ALLAHABAD UP GRAMIN BANK Add Bank Name, Bank Account Name & IFSC Code for using NEFT based transaction
Bank Account No. : 1232435545450
IFSC Code : SBI11563

Reset Submit

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Figure 2 NEFT based transaction option at the Registration page



Figure 3: Home page after login

5 Home Page of Non-Tax Receipt Portal

At the home page, non-registered users will find the different types of options on NTRP home page, all the home page options are listed below: (refer figure 1. Above shown).

5.1 Options available on the screen for non-tax receipt payment:

Point wise marking of different features available at NTRP home page is depicted in Figure 1, description of each point is given below:-

1. **List of Receipts:** select to view the list of receipts available for deposit, for more refer to section [5.2](#).
2. **Donate to Swachh Bharat Kosh:** select to donate to swachh bhara kosh, for more refer to section [5.4](#).
3. **Common Receipts to Gol:** select to make non-tax receipt payment, for more refer to [section 5.6](#)
4. **Non- Registered Users:** select to make non-tax receipt payment as non-registered users or without login, for more refer to [section 5.3](#)
5. **Register as User:** select to register on NTRP Portal, follow steps mentioned under [section 4](#).
6. **Publication division E-store:** select to purchase subscription(s) for a desired period of time directly from NTRP portal. Refer to main [section 7](#) for more details.
7. **Track your Payment:** Users can track their payment through the “Track your Payment”, options. For more refer to detailed [section 6](#).
8. **Login:** Existing users can login to their account using valid login credentials and make their non-tax receipt payment to the NTRP Portal Home page
9. **Forgot Password** – Users can use this feature to recover forgotten password / user name [section 8](#)

Payment Procedure is similar for all the options of non-tax receipt payment.

5.2 List of Receipt available for deposit:

Upon clicking the link “**Current Receipt available for deposit**” users will be navigated to the screen “**Receipt available for deposit**”, at this page user will be able to view a complete list of receipt purposes available at NTRP listed ministry wise.

5.3 Non- Registered Users

All other purposes (i.e. which are not common across ministries) and for which user doesn't need to login are available for payment under this section.

Following are the steps to be followed by the Non-Registered users:

All Non-registered users who wish to pay without login can click on the links “Non-registered users” at the NTRP Home page. Depositor will be navigated to the Payment Purpose page as depicted below:-

Non-Tax Receipt Portal
Government of India

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

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Make your payment

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

Payment Purpose

Depositor's category: Public Sector Undertaking

Purpose: Interest Receipts

Payment Type: Interest on Loan (NHPC)

Ministry: POWER

Pay & Account Office (PAO): 013455 - PAO(Sectt.), Ministry of Power, New Delhi

Drawing & Disbursing Office(DDO): 213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. O

Amount: INR

Payment Frequency / Period: Monthly April 2015-16

Remarks:

Add

Figure 4: Payment Purpose page

5.4 Steps to be followed for payment

1. User will type few characters of the Purpose that he/she wants to search and clicks on Search icon adjacent to the textbox, a new pop up window will appear and the desired search results will be displayed at the bottom of the pop up window.
2. Upon selection of the purpose, corresponding PAO and DDO mapped to the selected purpose are retrieved in the respective dropdown.
3. Users will type the desired Amount, select the payment period/ frequency and type his/ her remarks.
4. For Purposes wherein; there is no limit for payment, user can enter the maximum allowed amount as per RBI guidelines for online payments. If the selected purpose requires you to enter an exact value (for ex. Tender fee, exam fee etc.), then system will only accept the exact

amount. Depositor Category, Purpose, Amount and Payment Period/ Frequency fields are mandatory.

Make your payment

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

Payment Purpose

Depositor's category: Individual

Purpose: [Text Field]

Amount: [Text Field]

Payment Period/Frequency: 2014-15 --Select--

Remarks: [Text Field]

Add

Purpose	Agency	Amount	Payment Period	Delete
Swachh Bharat Kosh Donation	Swachh Bharat Kosh	2	2014-15, Annual	[Delete Icon]

Next

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Figure 5: Payment Purpose page- Add purpose

5. User will click on Add button to add another purpose, or move to Next button to proceed with the next steps. Upon click 'Next' users will be navigated to Depositor details page.

The screenshot displays the 'Depositor's Details' form on the Non-Tax Receipt Portal. The form is titled 'Depositor's Details' and contains the following fields:

- Name: * (Dropdown menu: --Select)
- Address Line 1: * (Text input)
- Address Line 2: (Text input)
- Country: * (Dropdown menu: INDIA)
- State: * (Dropdown menu: --Select--)
- District: * (Dropdown menu: --Select--)
- City: (Text input)
- Pincode/ Zipcode: (Text input)
- TAN: (Text input)
- TIN: (Text input)
- PAN: (Text input)
- Aadhaar: (Text input)
- Mobile No: * (Text input with dropdown: INDIA(+91) and note: Mobile Numbers starts with 7,8 & 9)
- Email: * (Text input)

Below the form, there are two radio buttons: 'Online payment' (selected) and 'SWIFT/NEFT/RTGS'. At the bottom of the form, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue.

Figure 6: Depositors Details for Non-Registered Users

6. User will enter his/her details at the Depositor details page. Depositor Name, Address 1, Address 2, Country, State, District, City, Pin code/Zip code, TAN, TIN, PAN, Aadhaar Mobile No. and Email id are mandatory fields.
7. User will have to select the payment mode which is defined by a department (PAO) for the purpose. Payment modes currently available are:
 - a) Online
 - b) Offline (Swift/NEFT/RTGS)

8. If Offline (NEFT/ RTGS) payment mode is available for a purpose,
9. User will click on “Next” button, and he/she will be navigated to Payment Page.
10. At the Payment page, user will click on any of the desired payment channels, these options are displayed on the page as tabs, and users can select either “Net Banking, Debit Card or Credit Card, IMPS or CSC Wallet.

Depositor's Details

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

Net banking Debit card Credit card IMPS

Aggregator

SBlePay --Select--

View User Charge

EPpmDJ

Enter the Letters shown above: *

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Back Pay

Figure 7: Payment Page

11. If User clicks on “Net Banking” tab, user will have an option to select SBlepay radio button, user will select SBlepay, and all banks mapped with SBlepay will get populated in “Select your bank” dropdown. User should select his bank of choice from the drop down list.
12. User then types the Word verification as per the words displayed in the image shown at the bottom of this page. User will then click on “Pay” button.
13. User will be navigated to the Payment gateway page; in this case it will be the screen of the Aggregator. User will further select the Pay mode and will be redirected to the Bank’s site.
14. User will type his/ her login credentials, enter into the bank’s website and type the amount and click on Pay button.

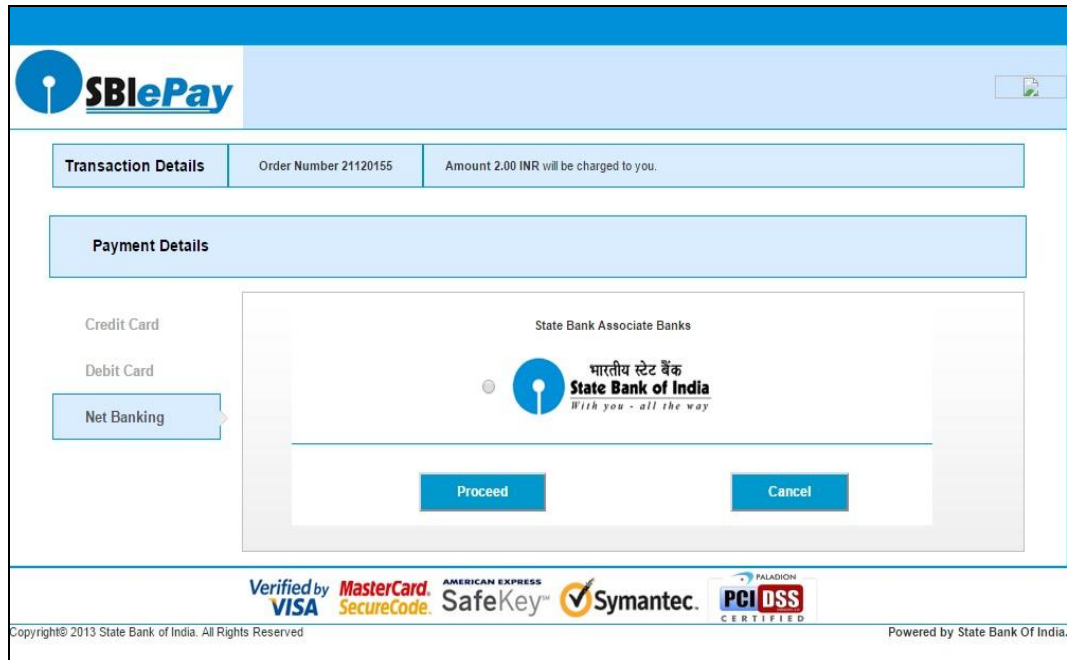


Figure 8: Payment Gateway-SBI ePay

15. If payment is successfully received by the bank, user will be redirected back to NTRP portal at the Success page.

The screenshot shows the success page of the Bharatkosh.gov.in portal. At the top, there is a navigation bar with links for Home, About Us, User Guide, Contact Us, and FAQs. Below this is a banner for Swachh Bharat Kosh. The main content area displays a green thumbs-up icon and the message "We have received your payment." Below this, a box contains the following payment information:


- Payment Info
- Transaction Ref. No.:0705150000005
- Bank Reference Number:1892180990341
- Status:SUCCESS
- Amount:2
- Other Details:00000007051500000003 34215500587 2
- Reason: Completed Successfully

Below the payment info, there are four buttons: "Generate Receipt", "Track your payment", "Make another payment", and "Quit". At the bottom, there is a table with the following data:

Purpose	Amount	Agency	Payment Frequency / Period	Document List
Donation to Swachh Bharat Kosh	2.00 (INR)	Swachh Bharat Kosh	One Time	Transaction Receipt

Figure 9: Success Page

16. User can download his GAR 6 (Receipt) from this Success Page. User can also click on “Track your payment” button to track the status of his / her payment, “Make another payment” button (to do another payment at this portal).

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

RECEIPT

Transaction Ref.No. 2810150000011 Dated: 28/10/2015

Received from M/S. TELECOM with Transaction Ref.No. 2810150000011
dated 28/10/2015 the sum of INR 5 (Five Only) through Internet based
online payment in the account of Unified license for all services .

Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

Printed On: 28-10-2015 03:18:25

Figure 10: GAR 6(Receipt) displayed on screen

17. User will also receive an SMS, at the mobile no. provided by him/ her at the Depositor details page. SMS will inform users to download his/ her Transaction Receipt (GAR 6) from NTRP portal.
18. If Payment is not received by the Bank, user will be redirected to the portal, a failure page will be displayed. User can click on any of the following buttons at this page "Track your Payment", "Retry Payment", "Make another Payment".

⊗ We have not received your payment.

Payment Info
 Transaction Ref. No.:0705150000017
 Bank Reference Number:NA
 Status:FAIL
 Amount:2
 Other Details:00000007051500000009 34215500587 2
 Reason: User Cancel Transaction

[Retry Payment](#) [Track your payment](#) [Make another payment](#) [Quit](#)

Purpose	Amount	Agency	Payment Frequency / Period	Document List
Donation to Swachh Bharat Kosh	2.00 (INR)	Swachh Bharat Kosh	One Time	

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Figure 11: Payment Failure Page

19. If user clicks on the button "Track your Payment", user will be navigated to the "Verify Mobile No" page, user will have to type his/ her mobile no. and security code displayed at this page. User will have to then click on "Send OTP" button; user will receive a 6 digit OTP at his/ her mobile no. User will have to type the OTP code at the portal and click on "Verify" button.
20. If OTP code is correctly typed, then user will be navigated to the "Track your payment" page with his/ her mobile no. as non-editable and all transactions done through this mobile no. will be listed in a tabular format. User can view the status of each transaction, under the Status column.
21. User can click on the Transaction Reference number, and a new pop up window will appear. This pop up window will have all details pertaining to that specific transaction.

22. User can download his GAR 6 (receipt), GAR 7 (Challan), Letter of Thanks and all other documents pertaining to that transaction, from this pop up window.

NTRP (Toll free No.1800 118 111)		Challan				
Challan No. :	20515504031600000046	Challan Identification No. (CIN) by Bank:	1312			
Challan of money paid into Branch	STATE BANK OF INDIA (branch)		New Delhi Main			
To be filled in by the remitter			To be filled in by the Departmental Officer or at his instance			
Name (& or designation) and address of the party (i.e. Tax payer etc.) crediting money	Department/ Office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Accounts Officer by whom adjustable	Order to the bank
M/S. DoT SANCHAR BHAWAN, NEW DELHI -	TELECOMMUNICATIONS - 095/DDO, SO (Cash), New Delhi [205155]	WPC SACFA payments		1 127500103050200	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	
Total :			1			
(In words) Rupees: One only						
Date : 04/03/2016						

Courtesy :- Controller General of Accounts

Figure 12: Challan (GAR 7)

23. At the Pay page, if user clicks on “Debit Card” tab, user will have an option to select the Aggregator, which is SBI-ePay in this case. User will select the radio button SBI e-pay, followed by the choice of Card Merchant’s i.e. VISA, Master, Maestro and RuPay. User will be navigated to the SBI e-pay page; user can again choose the pay mode (i.e. Net Banking, Debit Card. Credit Card). If user selects Debit/ Credit Card, he/she will have to enter his card details and will have to complete the transaction activity at the VISA/ MASTER/ Rupay page. If the transaction is successful user will be navigated to NTRP success page.
24. After two days from the day of transaction, user can login at Track your payment page and download their Challan generated for that transaction.
25. In case user is navigated back to Failure page, whereas Amount has been deducted from his/her bank account then user should not re-initiate payment for the same purpose. In all such cases amount will be credited to Govt. Account for sure and user need to just check the status of the transaction by next day.

5.4.1 Offline (NEFT/ RTGS) Pay mode –

User has an option to select Offline pay mode at NTRP. If user has to do an offline payment for a purpose through 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.
- Once user has provided valid Bank account details, user will click on next button and will be navigated to 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.
- User is will have to carry this Deposit slip generated at NTRP to his Bank branch (to the bank branch as he has provided while initiating the transaction) 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.
- User will have to login at NTRP>>Track your transaction page and enter the UTR No. for each such transaction done at NTRP.

The screenshot displays the 'Depositor's Details' page in the NTRP system. The page is divided into four steps: 1. Payment Purpose, 2. Depositor's Details (current step), 3. Confirm Info, and 4. Pay. The 'Depositor's Details' form includes fields for Name, Address Line 1, Address Line 2, Country (set to INDIA), State, District, City, Pincode/ Zipcode, TAN, TIN, PAN, Aadhaar, Mobile No. (set to INDIA(+91)), and Email. A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right. A pop-up window is overlaid on the form, titled 'Non-Tax Receipt Portal'. It contains two sections: 'If Registered as a NEFT user, please provide your credentials to proceed further' with fields for 'User Name' and 'Password', and 'If you're not registered as a NEFT User, please enter your Bank Account details through which you will do NEFT' with fields for 'Enter Bank Account No', 'Enter Bank Name', and 'Enter Bank IFSC Code'. Both sections have a 'Submit' button.

Figure 13: NEFT / RTGS based login pop up for un-registered user

5.5 Donate to Swachh Bharat Kosh

Upon clicking on “Donate to Swachh Bharat Kosh”, users will be redirected to Payment Purpose Page as shown in Figure given below.

- At Payment purpose page, select the Depositor type. i.e. either Individual, Corporate/ Commercial Undertaking, Govt. Employees, PAO/ DDO.

The screenshot displays the 'Payment Purpose' page on the BharatKosh.gov.in portal. The page header includes the logo and name of the Government of India Receipt Portal, along with the Controller General of Accounts, Ministry of Finance, and the Public Financial Management System (PFMS). The page features a navigation menu with links for Home, About Us, User Guide, Contact us, and FAQ. A progress bar indicates the current step is '1 Payment Purpose', followed by '2 Depositor's Details', '3 Confirm Info', and '4 Pay'. The 'Payment Purpose' section contains a form with the following fields: 'Depositor's category' (Individual), 'Purpose' (Swachh Bharat Kosh Donation), 'Agency' (Swachh Bharat Kosh), 'Amount' (INR), 'Payment Period/Frequency' (2014-15), and 'Remarks'. An 'Add' button is located at the bottom right of the form. The footer includes copyright information for 2015 and a disclaimer.

Figure 14: Payment Purpose Page

- At the Purpose textbox, user will type few characters of the Purpose that he/she wants to search and clicks on Search icon adjacent to the textbox, a new pop up window will appear and the desired search results will be displayed at the bottom of the pop up window.

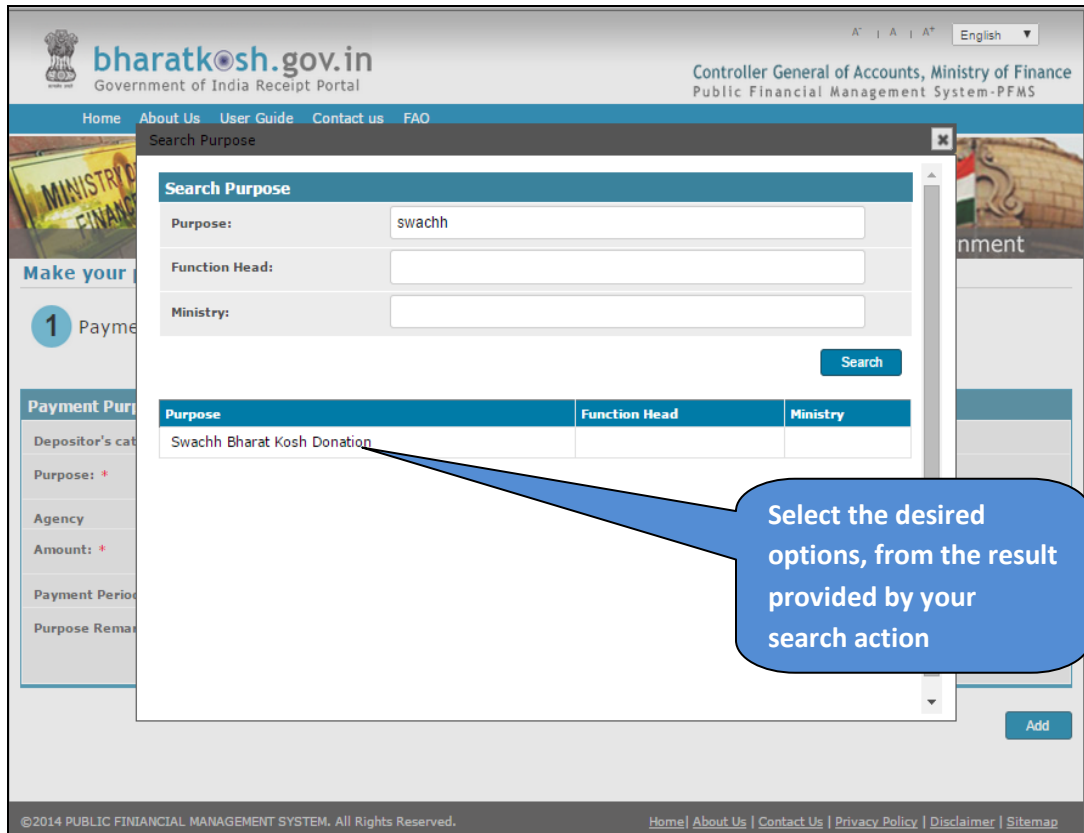


Figure 15: Payment Purpose page- Purpose search option

- User will select the desired purpose from the search results displayed.
- Agency text box will be auto-filled as Swachh BharatKosh; user will type the desired Amount, select the payment period/ frequency and type of his/ her remarks.
- For Purposes wherein; there is no limit for payment, user can enter the maximum allowed amount as per RBI guidelines for online payments. If the selected purpose requires you to enter an exact value (for ex. Tender fee, exam fee etc.), then system will only accept the exact amount.
- Depositor Category, Purpose, Amount and Payment Period/ Frequency fields are mandatory.

Make your payment

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

Payment Purpose

Depositor's category: Individual

Purpose:

Amount:

Payment Period/Frequency: 2014-15 --Select--

Remarks:

Add

Purpose	Agency	Amount	Payment Period	Delete
Swachh Bharat Kosh Donation	Swachh Bharat Kosh	2	2014-15, Annual	

Next

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Figure 16: Payment Purpose page- Add Purpose

User will click on Add button, followed by Next button and will be navigated to Depositor details page.

All further Payment steps should remain similar to section 5.4.

5.6 Common Receipts to GoI

This section provides common receipts of GoI which are common across all the ministries, having same head of accounts for the same purpose, for ex. RTI. The payment steps are similar to the one explained in the above section, only change here is that the purpose search selection will list only Common Purposes listed out along with the ministries which has mapped itself to receive payments to these common purposes through NTRP

6 Track your payment

Payment Status		To be sent to user
Transaction Success		Email/ SMS both
Challan generate		Email/ SMS both
OTP	Events	
	Generate	Email/ SMS both
	Registration	Email/SMS both
	Guest User track payment	Email/SMS both
Session interrupted		Email/SMS both.

- i. Registered user can click on the top menu bar option “Track your payment “and the user will be navigated to Track your payment page.
- ii. User can view the Status of the transactions, under the Status column of the table depicted at the bottom of the page.

The screenshot displays the 'Track Your Payments' section of the Bharatkosh.gov.in portal. It includes a search form with three input fields: 'Mobile No (+91): ***', 'Email: ***', and 'Transaction Ref. No.: ***'. A 'Show My Transaction' button is located below the form. The table below shows a single transaction record:

Transaction Ref. No.	Bank Transaction Number	Transaction Date	Payee Name	Total Amount	Status
1226168		2/1/2015 6:22:54 PM	Ranjit	0.00 (INR)	Payment Initiated

A callout box points to the 'Transaction Ref. No.' link in the table, stating: "Click on Transaction reference number link to view the transaction details".

Figure 17: Track your transaction page

- iii. User can click on the Transaction Ref. No link, a pop up window will appear; users can view the transaction details and download all relevant documents like **GAR 6(Receipt)**, **GAR 7 (Challan)** and Letter of Thanks.

The screenshot shows the 'Depositor Transaction Details' page for transaction ref. No. 1220152. The page is divided into several sections:

- Depositor Details:** Name: Ranjit, Mobile No.: 7503783845, Address 1: Noida, Email: nair.ranjit09@gmail.com, Address 2: GAUTAM BUDDHA NAGAR, Aadhaar Number: [blank], State: UTTAR PRADESH, PAN Number: [blank], Pincode: [blank], TAN Number: [blank], TIN Number: [blank].
- Payment Details:** Payment status: Payment Initiated, Bank Name: BANK OF INDIA, Aggregator Name: SBI, Channel Name: Net banking.
- Document List:** A table with columns for Document Name and Download icon. It lists GAR 6 and GAR 7, both with download icons.
- Deposit Details:** A table with columns: Purpose, Amount, Ministry, Functional Head, DDO Name, PAOName, Payment Period / Frequency, and Document List. The first row shows: CROP HUSBANDRY-SALE OF MANURES AND FERTILISERS, 2.00 (INR), AGRICULTURE, 0401001050000, Regional Centre of Organic Farming, PAO(Agri-Coop), Chennai, Annual, 2015. The Document List column for this row lists GAR 6 and GAR 7.

Callouts from the image:

- Users can download GAR 6 (Receipt) from here
- Users can download the GAR 7 and other documents.

Figure 18: Track your payment (pop up window)

- iv. When scroll is received from the bank, challan will be visible at the track your payment page for the depositor.
- v. Un-registered user can view the track your payment page, by clicking on the “track your payment” link at the home page. User will be prompted to enter his / her mobile number to receive the OTP code.

The screenshot shows the 'Verify Mobile Number' page on Bharatkosh.gov.in. The page features a header with the logo and navigation links (Home, About Us, User Guide, Contact us, FAQ). Below the header is a banner with the text 'Pay to Government'. The main content area contains a form with the following fields:

- Mobile Number:(+91) : 7503783845
- Enter security code : UtheRX
- Buttons: UtheRX, WhatsApp icon, Send OTP

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Figure 19: Verify mobile no. (Track your payment)

- vi. Once user has verified the OTP received on his mobile number, he/ she can view the ‘track your payment’ page.

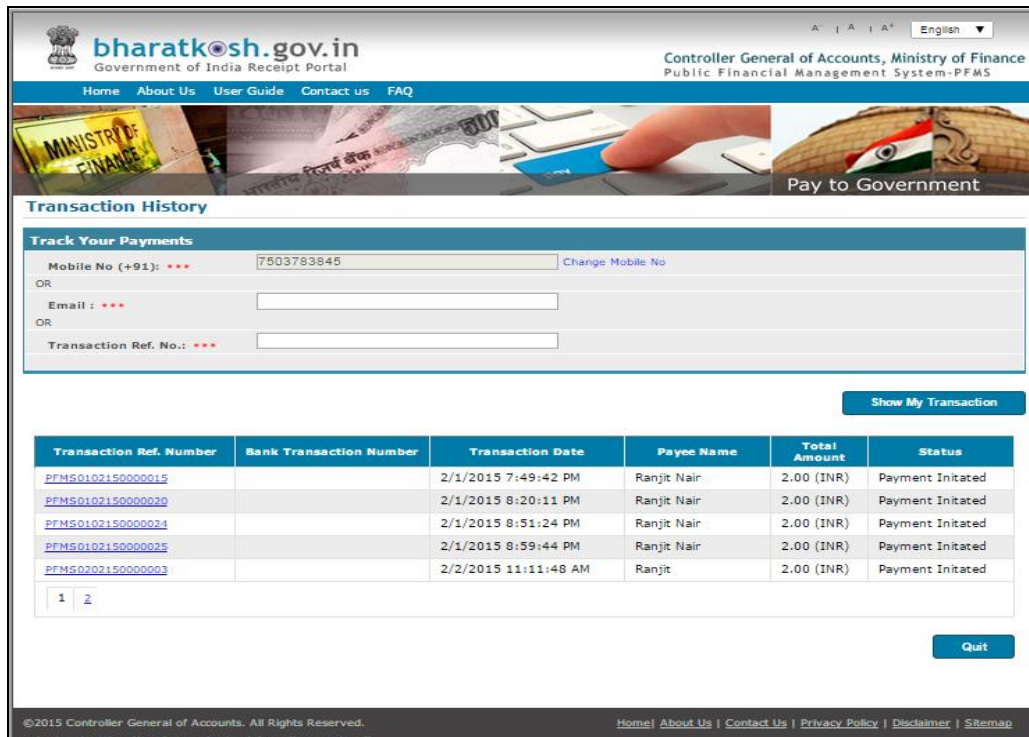


Figure 20: Track your transaction page for unregistered user

- vii. To download GAR 6(Receipt) and other documents, refer step no. iii.
- viii. If the Session terminates while doing payment, then user needs to track the status of the transaction at the track your payment page, if the payment initiated is debited from the Depositor’s account, then no need to repeat the payment process, wait for payment success message. If it is not debited from the depositor’s account then he/she needs to login and initiate the payment again.

7 Publication Division e-Store

Ministry of Information & Broadcasting has listed out its magazines and journals for user subscription at NTRP portal under 'Publication Division e-Store'. The e-store will enable users to purchase subscription(s) for a desired period of time directly from NTRP portal. Depositor's subscription and billing address details are captured so as to facilitate payment and delivery of publication product orders.

7.1 Step-wise guide to payment for Publication Division e-Store

- I. Open the web browser and write the URL <https://bharatkosh.gov.in> and click enter.
- II. You will reach at the home page of NTRP portal.
- III. At NTRP portal, select 'Publication Division e-Store' link to proceed and arrive at publication product category page.
- IV. At the product category page, user may perform any of the following activities
 - Search
 - Subscribe for Employment News
 - Purchase Product Subscription
 - Purchase Subscription

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Government of India Receipt Portal

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Dept. of Expenditure, Ministry of Finance

Home About Us User Guide Contact Us FAQs

Publication Subscription Catalogue
Books and Magazines

0 Item(s), Rs.0 **Checkout**

Magazine Employment News

Page Size: 5

Search Book/Magazine here

Magazine Title	Issue Date	Price	Status
YOJANA	August 2015	Rs.22.00	Available
Aajkal	August 2015	Rs.22.00	Available
Kurukshetra	August 2015	Rs.22.00	Available
Bal Bharti	August 2015	Rs.15.00	Available

Showing 1 to 4 of 4 Items

First « 1 » Last

Disclaimer:- All Magazines listed at this site belongs to Publication Division, Ministry of Info. & Broadcasting, for any product related queries or issues customers will have to contact the ministry at 011-2436 7453, email-id pdjucir@gmail.com for any product non-delivery / refund / quality or other issues related to the magazines listed here. Office of CGA (BharatKosh Portal Owner) will complete financial transaction related activity only.

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Figure 21: Publication Division e-Store- Product Category Page

7.1.1 Search

User may search for desired magazine/journal at product category page using live search bar available at the upper right hand side of the page.

The screenshot displays the BharatKosh.gov.in website interface. At the top, the logo and name 'bharatkosh.gov.in' are visible, along with the text 'Government of India Receipt Portal'. To the right, it identifies the 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance'. A navigation bar includes links for 'Home', 'About Us', 'User Guide', 'Contact Us', and 'FAQs'. Below this is a banner for 'Publication Subscription Catalogue Books and Magazines'. The main content area features a 'Magazine' tab and a search bar labeled 'Search Book/Magazine here' (highlighted with a red box). Below the search bar, four magazine covers are displayed: 'YOJANA' (August 2015, Rs.22.00), 'Aajkal' (August 2015, Rs.22.00), 'Kurukshetra' (August 2015, Rs.22.00), and 'Bal Bharti' (August 2015, Rs.15.00). Each cover has an 'Available' button. A shopping cart icon shows '0 Item(s), Rs.0' and a 'Checkout' button. At the bottom, there is a disclaimer, copyright information for 2015, and a 'Powered by Public Financial Management System' logo.

Figure 22: Search Product

7.1.2 Subscribe for Employment News

User may also subscribe for employment news by clicking 'Employment News' tab available at the Product Category Page. By clicking 'Employment News' tab, user shall be directed to employment news subscription page.

The screenshot shows the BharatKosh.gov.in website interface. At the top, the logo and name 'bharatkosh.gov.in' are visible, along with the text 'Government of India Receipt Portal'. To the right, it identifies the 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance'. A navigation bar includes links for Home, About Us, User Guide, Contact Us, and FAQs. Below this is a banner for 'Publication Subscription Catalogue Books and Magazines'. The main content area features a 'Magazine' tab and a highlighted 'Employment News' tab. A shopping cart icon shows '0 Item(s), Rs.0' and a 'Checkout' button. A search bar is labeled 'Search Book/Magazine here'. Below the search bar, four magazine covers are displayed in a grid:

Magazine Title	Issue	Price	Status
YOJANA	August 2015	Rs.22.00	Available
आजकल	August 2015	Rs.22.00	Available
Kurukshetra	August 2015	Rs.22.00	Available
बाल भारती	August 2015	Rs.15.00	Available

At the bottom of the grid, it says 'Showing 1 to 4 of 4 Items' and a pagination control shows 'First', '<', '1', '>', and 'Last'. A disclaimer is provided below the grid, and the footer contains copyright information, the NIC logo, and links for Home, About Us, Contact Us, Privacy Policy, Disclaimer, and Sitemap. It also states 'Powered by Public Financial Management System'.

Figure 23: Subscribe for Employment News

7.1.3 Purchase Product Subscription

To purchase product subscription and view details of a listed product at the Publication Division e-Store, click on the product image presented at the page.

The screenshot shows the BharatKosh.gov.in website interface. At the top, there is a header with the logo of the Government of India and the text 'bharatkosh.gov.in Government of India Receipt Portal'. To the right, it says 'Controller General of Accounts Dept. of Expenditure, Ministry of Finance'. Below the header is a navigation menu with links: Home, About Us, User Guide, Contact Us, FAQs. The main content area is titled 'Publication Subscription Catalogue Books and Magazines'. There are two tabs: 'Magazine' (selected) and 'Employment News'. A shopping cart icon shows '0 Item(s), Rs.0' and a 'Checkout' button. Below the tabs, there is a 'Page Size: 5' dropdown and a search bar labeled 'Search Book/Magazine here'. Four magazine covers are displayed in a grid:

- YOJANA**: Includes Growth and Social Change. Price: Rs.22.00. Status: Available.
- Aajkal**: August 2015. Price: Rs.22.00. Status: Available.
- Kurukshetra**: August 2015. Price: Rs.22.00. Status: Available.
- Bal Bharti**: August 2015. Price: Rs.15.00. Status: Available.

At the bottom of the grid, it says 'Showing 1 to 4 of 4 Items' and a pagination control with 'First', '1', and 'Last' buttons. A disclaimer is present at the bottom of the page, followed by copyright information: '©2015 Controller General of Accounts. All Rights Reserved. To be viewed in 1024x760 resolution and IE 9 and above, Chrome and Mozilla.' There is also a NIC logo and a footer with links: Home | About Us | Contact Us | Privacy Policy | Disclaimer | Sitemap. The page is powered by the Public Financial Management System.

Figure 24: Select Product page

After selecting desired product, user will be navigated to following product details page.

Clicking 'Continue Shopping' will navigate user to Publication product category page i.e. Fig. 23.

The screenshot displays the 'Publication Subscription Catalogue' for 'Books and Magazines'. The page features the BharatKosh.gov.in logo and the Controller General of Accounts, Dept. of Expenditure, Ministry of Finance. A navigation bar includes links for Home, About Us, User Guide, Contact Us, and FAQs. The main content area shows the 'Yojana' magazine cover with the theme 'Inclusive Growth and Social Change'. A green 'Available' badge is present. The product name 'Yojana' is prominently displayed, along with 'Quantity Available: 3'. A subscription price of 'Rs: 230.00' for one year is shown. A green 'Continue Shopping' button is located below the price. To the right, a shopping cart icon shows '0 Item(s), Rs. 0.00' and a green 'Checkout' button. Below the cart, there are three dropdown menus for 'Select Subscription', 'Select Language', and 'Select Country', all marked as mandatory. A 'Quantity' input field is set to '1', and the 'Total Amount' is '230.00'. A green '+ Add to Cart' button is positioned below the total amount. A 'Product Description' section follows, stating that Yojana is a monthly journal published since 1957 in 13 languages. Below this is a 'General' information table with 'Publisher' listed as 'Publication Division'. A disclaimer at the bottom states that all magazines listed belong to the Publication Division, Ministry of Info. & Broadcasting, and provides contact information for queries and issues. The footer includes copyright information for 2015, a resolution requirement, the NIC logo, and navigation links for Home, About Us, Contact Us, Privacy Policy, Disclaimer, and Sitemap. It also mentions the site is powered by the Public Financial Management System.

Figure 25: Product Details

To order subscription for selected product, user shall provide subscription details and click '+Add to Cart' button available at the bottom.

Input	Details
Select Subscription	Select from dropdown list.
Select Language	Select from dropdown list.
Select Country	Select from dropdown list. By default, India will be selected.
Quantity	Enter in input field.

Total amount for subscription will be presented under 'Total Amount' field at the end. The calculated amount presented will be system generated.

Clicking 'Continue Shopping' will navigate user to Publication product category page i.e. Fig. 23.

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Publication Subscription Catalogue
Books and Magazines

Magazine 0 Item(s), Rs. 0.00 [Checkout](#)

Product > Magazine

Available
Yojana
Quantity Available: 3

*** All Fields are Mandatory**

1 Year
Hindi
INDIA

Quantity
1

Total Amount
230.00

Subscription for 1 Year (Rs): 230.00

[Continue Shopping](#) [+ Add to Cart](#)

Product Description
Yojana is a monthly devoted to socio-economic issues and started its publication in 1957. The journal is published in 13 languages viz. English, Hindi, Urdu, Punjabi, Marathi, Gujarati, Bengali, Assamese, Telugu, Tamil, Kannada, Malayalam and Odia. It is very useful, educative and informative particularly to scholars, professors, researchers and students preparing for civil services and other competitive examinations.

General	
Publisher	Publication Division

Disclaimer:- All Magazines listed at this site belongs to Publication Division, Ministry of Info. & Broadcasting, for any product related queries or issues customers will have to contact the ministry at 011-2436 7453, email-id pdjucir@gmail.com for any product non-delivery / refund / quality or other issues related to the magazines listed here. Office of CGA (BharatKosh Portal Owner) will complete financial transaction related activity only.

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Figure 26: Order Subscription

Selected product will be added to user's cart and will be reflect at cart at right side of the page.

Click 'Checkout' button available next to cart to proceed to 'Your Basket' page.

The screenshot displays the BharatKosh.gov.in website interface. At the top, the logo and name 'bharatkosh.gov.in' are visible, along with the text 'Government of India Receipt Portal'. To the right, it identifies the 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance'. A navigation bar includes links for 'Home', 'About Us', 'User Guide', 'Contact Us', and 'FAQs'. Below this is a banner for 'Publication Subscription Catalogue Books and Magazines'. The main content area features a 'Magazine' section with a 'Yojana' magazine cover. The cover includes the title 'YOJANA', the subtitle 'Inclusive Growth and Social Change', and the date 'MAY 2015'. To the right of the cover, it says 'Available Yojana' and 'Quantity Available: 3'. Below the cover, it states 'Subscription for 1 Year (Rs): 230.00' and has a 'Continue Shopping' button. On the right side, there is a cart icon showing '1 Item(s), Rs. 230.00' and a 'Checkout' button. Below the cart icon, there are dropdown menus for 'Select Subscription', 'Select Language', and 'Select Country'. A 'Quantity' input field is set to '1', and the 'Total Amount' is '230.00'. There is an 'Add to Cart' button. A note says '* All Fields are Mandatory'. Below the product description, there is a 'General' section with a table:

General	
Publisher	Publication Division

At the bottom, there is a disclaimer: 'Disclaimer:- All Magazines listed at this site belongs to Publication Division, Ministry of Info. & Broadcasting, for any product related queries or issues customers will have to contact the ministry at 011-2436 7453. email-id pdjucir@gmail.com for any product non-delivery / refund / quality or other issues related to the magazines listed here. Office of CGA (BharatKosh Portal Owner) will complete financial transaction related activity only.' The footer contains copyright information: '©2015 Controller General of Accounts. All Rights Reserved. To be viewed in 1024x760 resolution and IE 9 and above, Chrome and Mozilla.' and a 'NIC' logo. Navigation links include 'Home | About Us | Contact Us | Privacy Policy | Disclaimer | Sitemap'.

Figure 27: Items added to cart


After clicking 'Checkout' button, user shall arrive at 'Your basket' page containing order details as provided by user (refer Fig. 27).

Clicking 'Continue Shopping' will navigate user to Publication category page i.e. Fig. 23.

Clicking 'x' button in the available grid will delete the items added to cart.

Click 'Place Order' will navigate user to 'Subscriber's Details' page.

The screenshot displays the 'Your Basket' page on the BharatKosh.gov.in portal. The page header includes the logo of the Government of India and the text 'bharatkosh.gov.in Government of India Receipt Portal'. The right side of the header identifies the 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance'. A navigation menu contains 'Home', 'About Us', 'User Guide', 'Contact Us', and 'FAQs'. Below the header is a banner for 'Publication Subscription Catalogue Books and Magazines'. The main content area shows a table with the following data:

Product Description	Unit Price	Qty.	Sub Total
 Yojana Subscription: 1 Year Language: Hindi Country: INDIA	Rs.230	1	Rs. 230

Below the table, a 'Cart Summary' states: 'You have 1 Item(s), Rs.230 in your shopping cart.' The 'Grand Total' is 'Rs. 230'. At the bottom of the basket area, there are two buttons: 'Continue Shopping' (green) and 'Place Order' (orange, highlighted with a red box). A disclaimer at the bottom of the page reads: 'Disclaimer:- All Magazines listed at this site belongs to Publication Division, Ministry of Info. & Broadcasting, for any product related queries or issues customers will have to contact the ministry at 011-2436 7453, email-id pdjuir@gmail.com for any product non-delivery / refund / quality or other issues related to the magazines listed here. Office of CGA (BharatKosh Portal Owner) will complete financial transaction related activity only.'

Figure 28: Place Order page

At Subscriber's Details page, user shall provide details under 'Subscriber's Details' and 'Billing Address' section of the page.

In case Billing Address is same as provided in Subscriber's Details, then user may select check box i.e. 'Same as Billing Address'.

Click 'Next' to proceed to 'Confirm Info' page and make payment.

Clicking 'Back' will navigate user to 'Your Basket' page (refer Fig. 27).

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Publication Subscription Catalogue
Books and Magazines

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

Subscriber's Details

Name: Ms./Mrs. Nishu Sharma

Address Line 1: Delhi
Characters not allowed are [- ~ ! @ # \$ % ^ & * () ? < > : ;].

Address Line 2:

Country: INDIA

State: DELHI

District: SOUTH

City: Delhi

Pincode/ Zipcode: 110014

Mobile No: INDIA(+91) 9582578865 Mobile Numbers starts with 7,8 & 9

Email : pfms.nishu@gmail.com

Same as Billing Address

Shipping Address

Name: Mr. Ranjit

Address Line 1: Noida
Characters not allowed are [- ~ ! @ # \$ % ^ & * () ? < > : ;].

Address Line 2:

Country: INDIA

State: UTTAR PRADESH

District: GAUTAM BUDDHA NAGAR

City: noida

Pincode/ Zipcode: 201010

Mobile No: INDIA(+91) 9851364126 Mobile Numbers starts with 7,8 & 9

Email : ranjit.nair@gmail.com

Online payment

Back Next

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Figure 29: Subscriber's Details

At Confirm Info page, details provided by user in previous step (refer Fig. 28) shall be presented. Proceeding steps to payment at NTRP remains same as it is mentioned in the section 5.4.

8 Forgot Password

Step 1:- User clicks on Forgot Password link at the home page just below the user credentials entry section and reaches the Forgot password page.

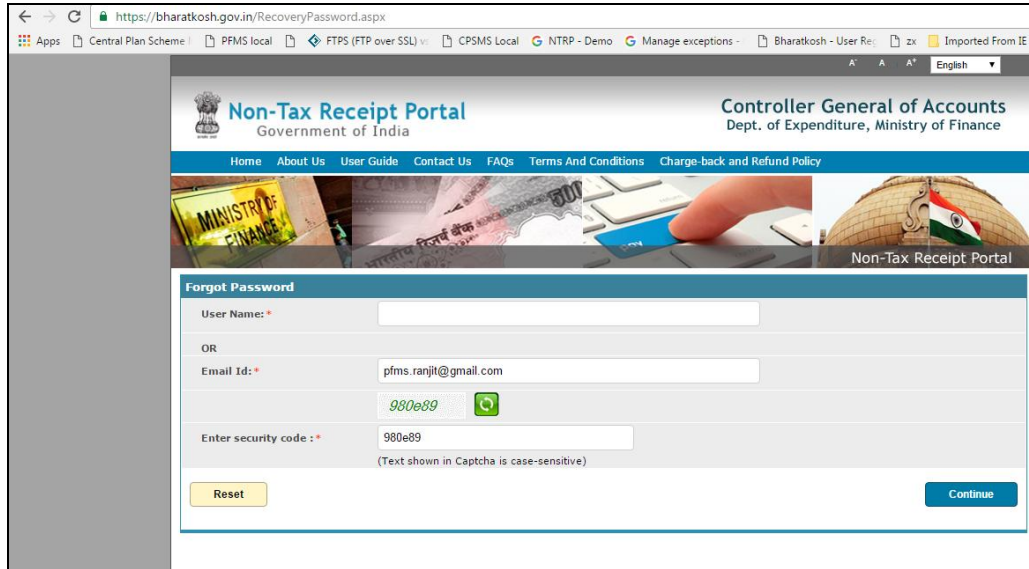


Figure 30: Forgot Password screen 1

Step 2:- User enters the email id and the security code and click on Continue button

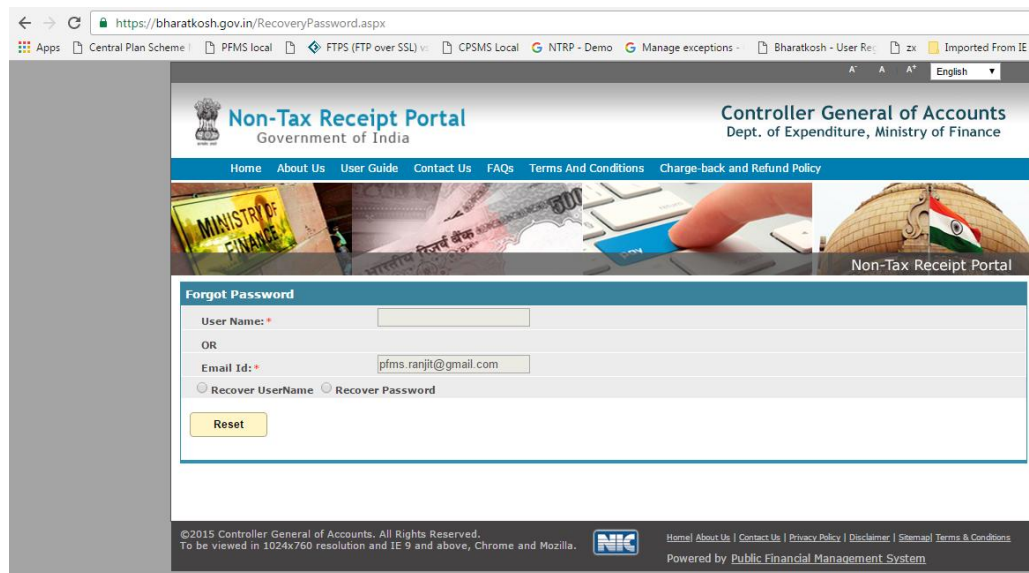


Figure 31: Forgot Password screen 2

Step 3:- User will have to click on the radio button, whether he/she wants to recover username or password.

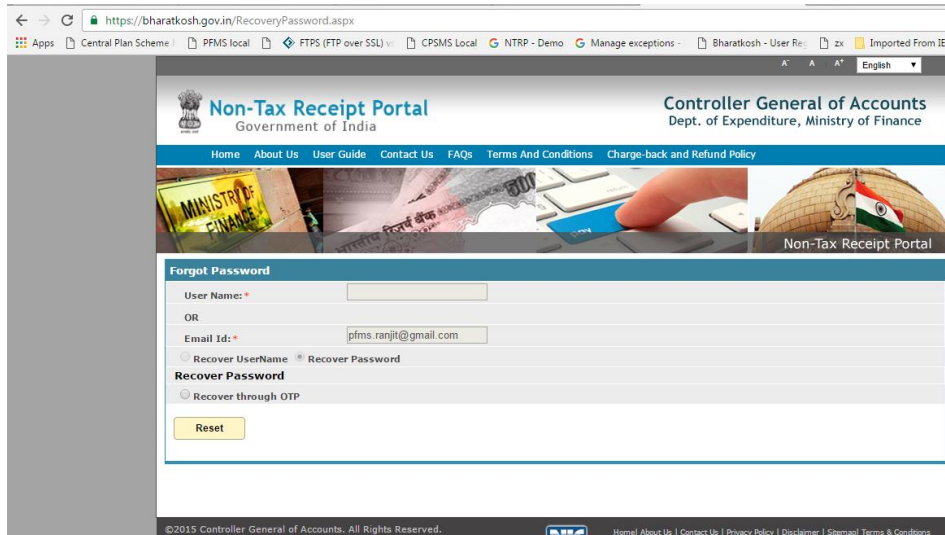


Figure 32: Forgot Password screen 3

Step 4:- User will click on the radio button recover through OTP

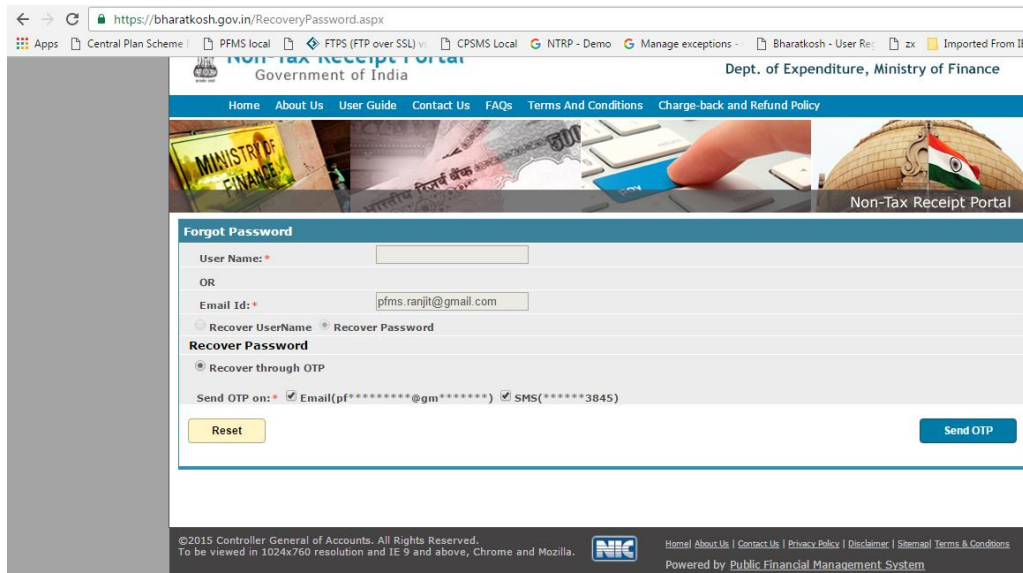


Figure 33: Forgot Password screen 4

Step 5:- User will have to select that he/she wants to receive password via email or mobile no, if user has not done any transaction using mobile no. then only email id option will be available. User will have to select the option and click on Send OTP button.

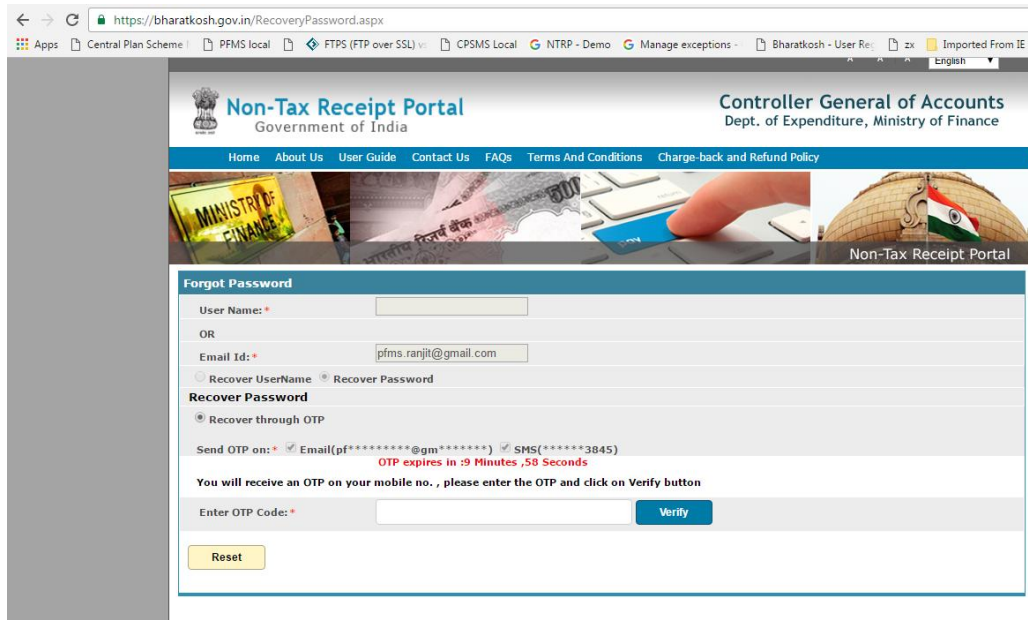


Figure 34: Forgot Password screen 5

Step 6:-User will enter the OTP received on his /her mobile / email id and click on Verify button.

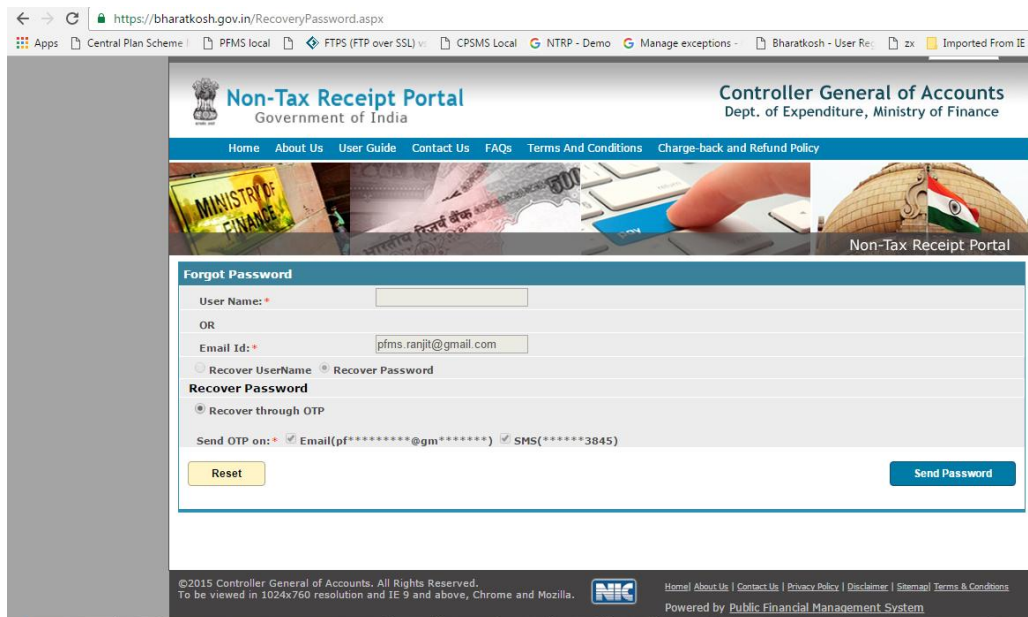


Figure 35: Forgot Password screen 6

Step 7:-User will have to click on Send Password button, at this event, a temporary password will be sent at user's email/ mobile no. User will have to go to NTRP home page and login using this temporary password and in this way user will be able to recover his/her password

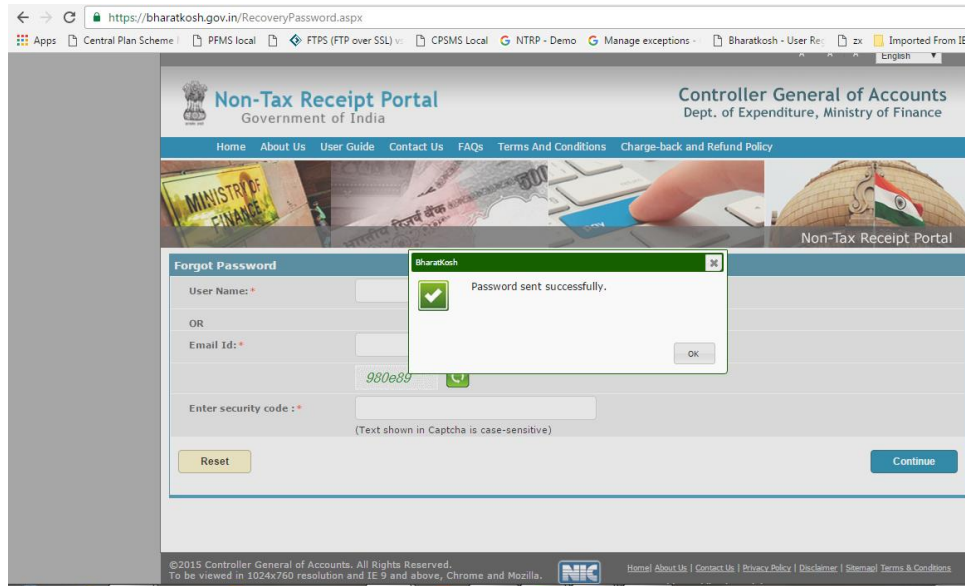


Figure 36: Forgot Password screen 7

9 Conclusion

This document provides a detailed description of all major features and functionalities available at NTRP. Users can contact the concerned Department officials, as well as PFMS / NTRP Officials in case of any issues pertaining to the usage of the portal.