User Guide

For

NTRP – NEFT/ RTGS mode of transactions

Prepared for: O/o Controller General of Accounts

11-Aug -2016

Table of Content

1 User Registration for NEFT Transactions: 3
2 Steps for initiating Offline (NEFT/ RTGS) transactions 4
3 Enter UTR No at Track your payment page 6
3.1 Provisional Receipt 7

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:
    - NEFT Based Transaction(Depositor will check this checkbox field)
    - 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.

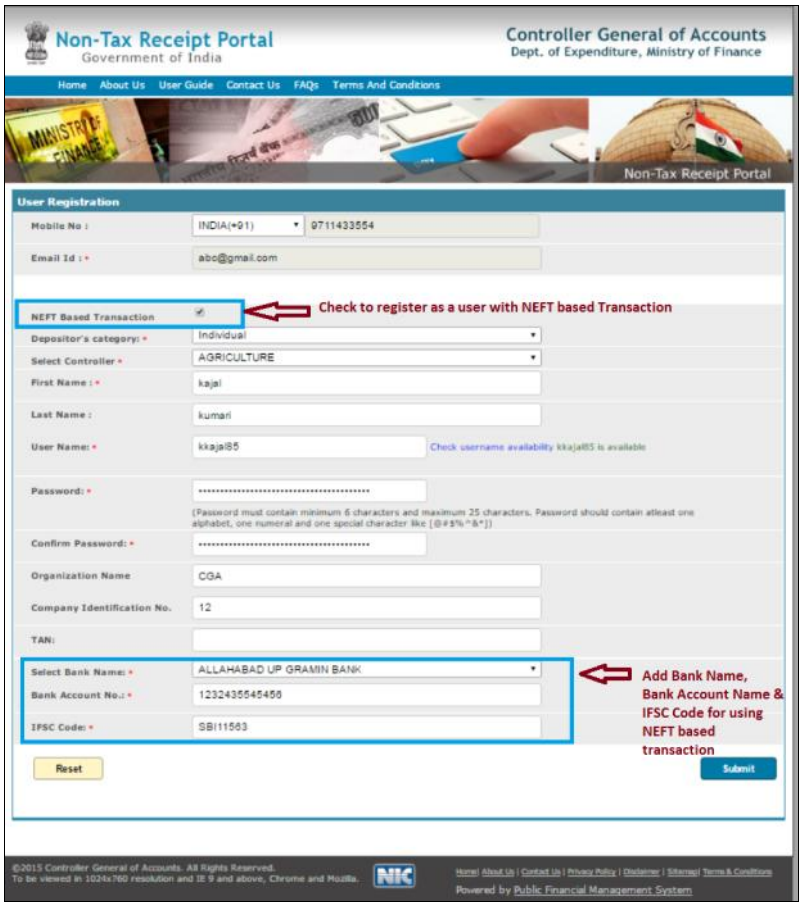


Figure 1: Add Account No. at My Profile page

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.

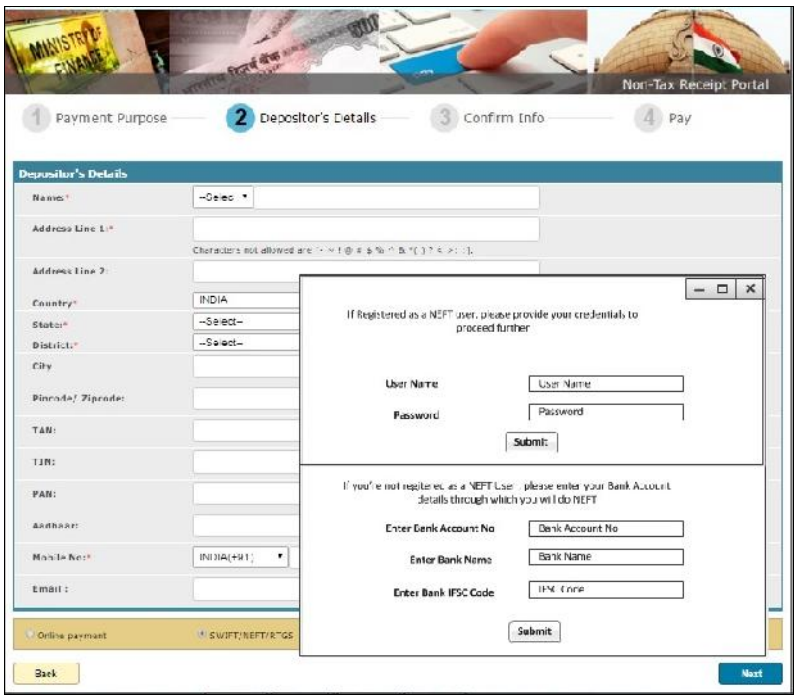


Figure 2: Add Account No. pop up at Depositor details page

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

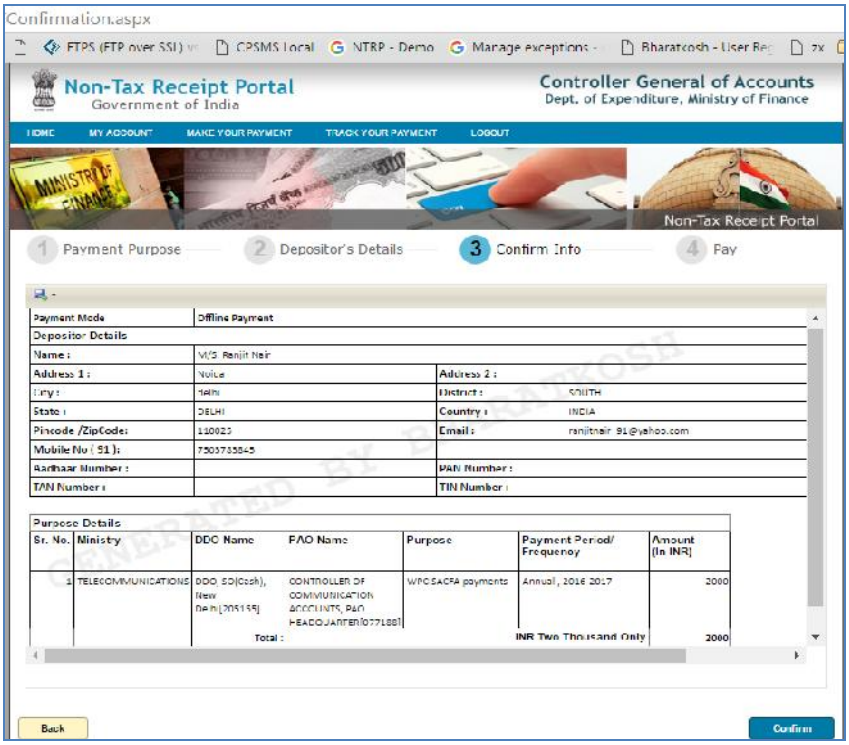


Figure 3: Confirm Info page

- 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.

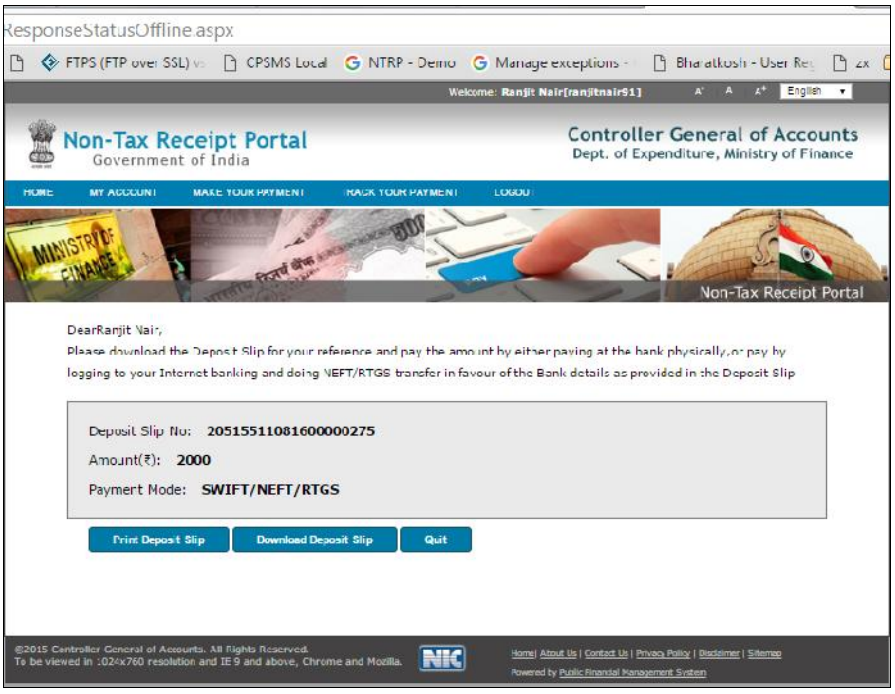
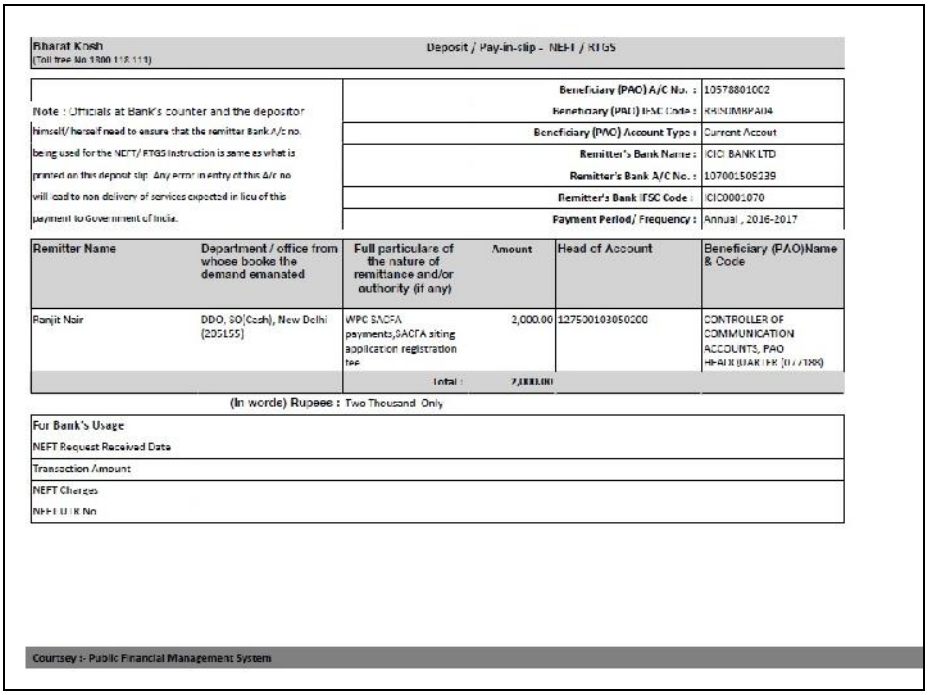


Figure 4: Download Deposit Slip page



Bharat Kosh
(Toll free No 1800 118 111)

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 : KKBK0MKPAI4 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 : ICIC0001070 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	DDO, SO(Cash), New Delhi (205155)	WPC SACFA payments,SACFA siting application registration fee	2,000.00	1275301030500200	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER (DOT) (788)
		Total :	2,000.00		

(In words) Rupees : Two Thousand Only

For Bank's Usage
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.

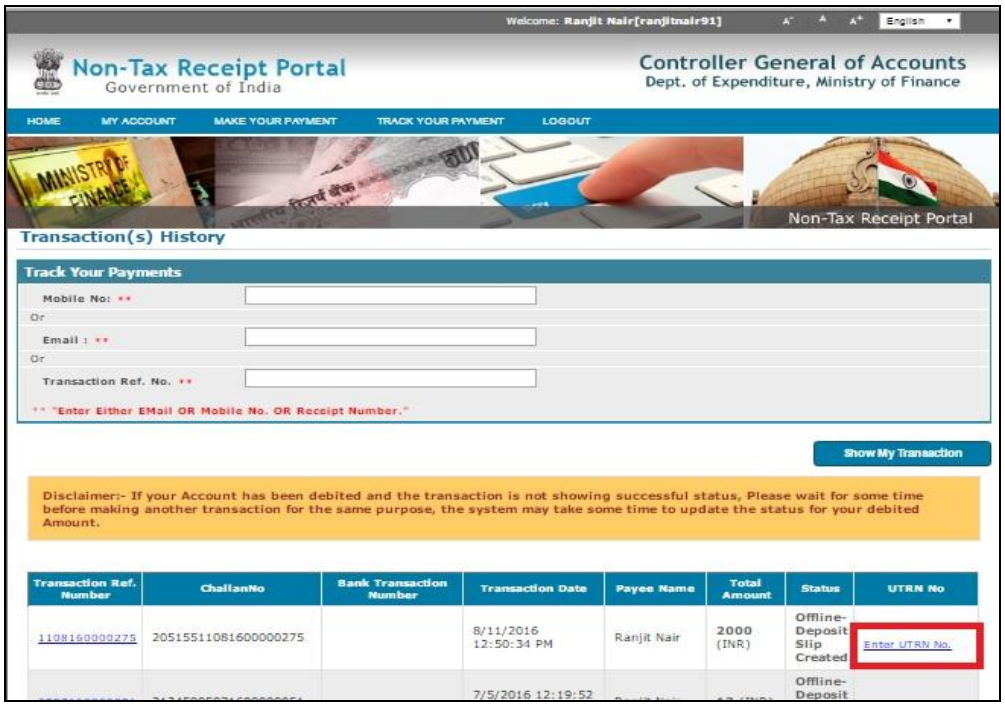


Figure 6: Track your payment page

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)

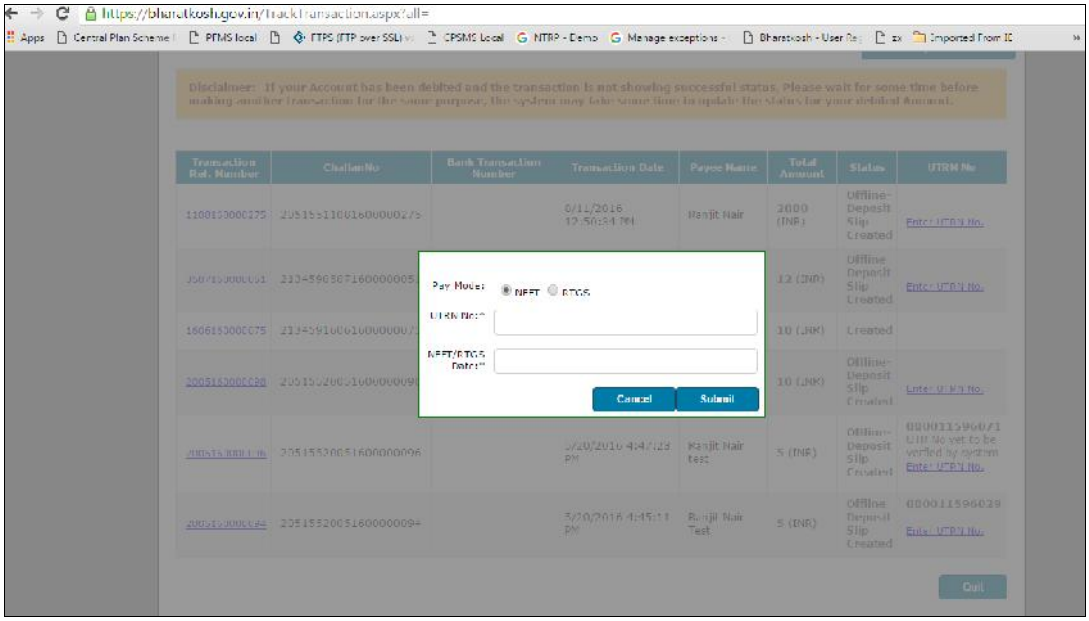


Figure 7: Enter UTR No. page

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 Trasaction 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 subsequest "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 verfied 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.

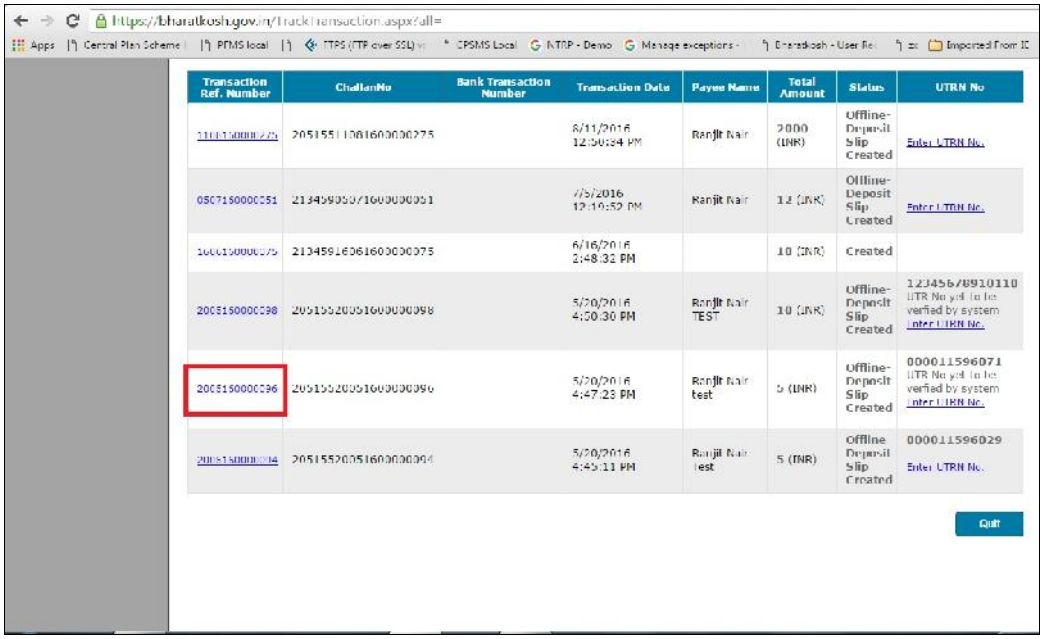


Figure 8: Click Transaction Ref. link to view details

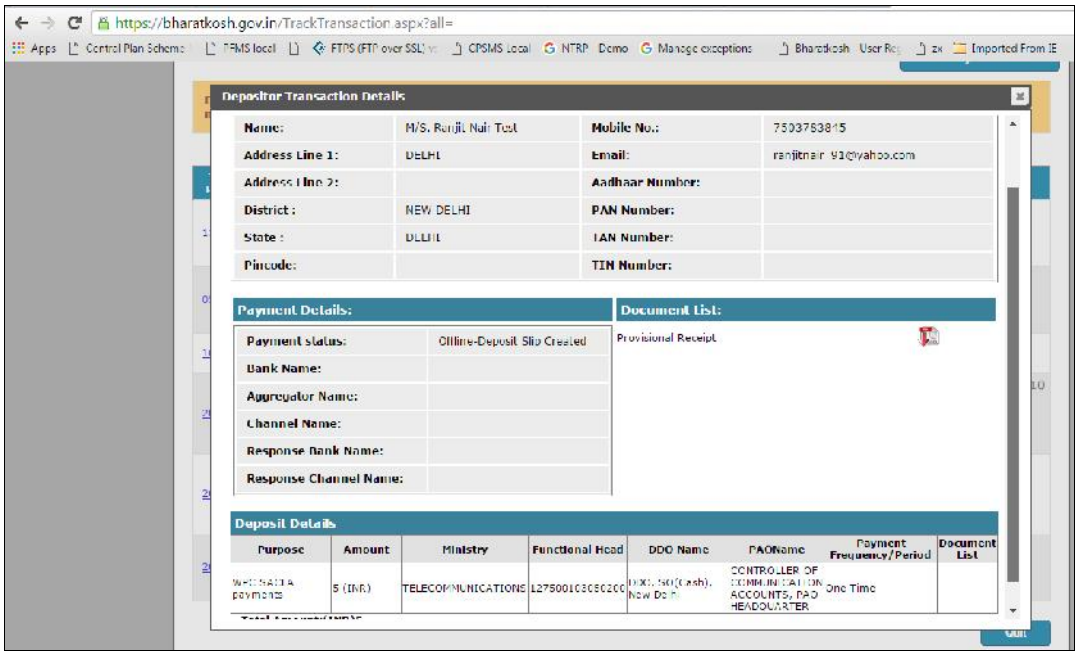
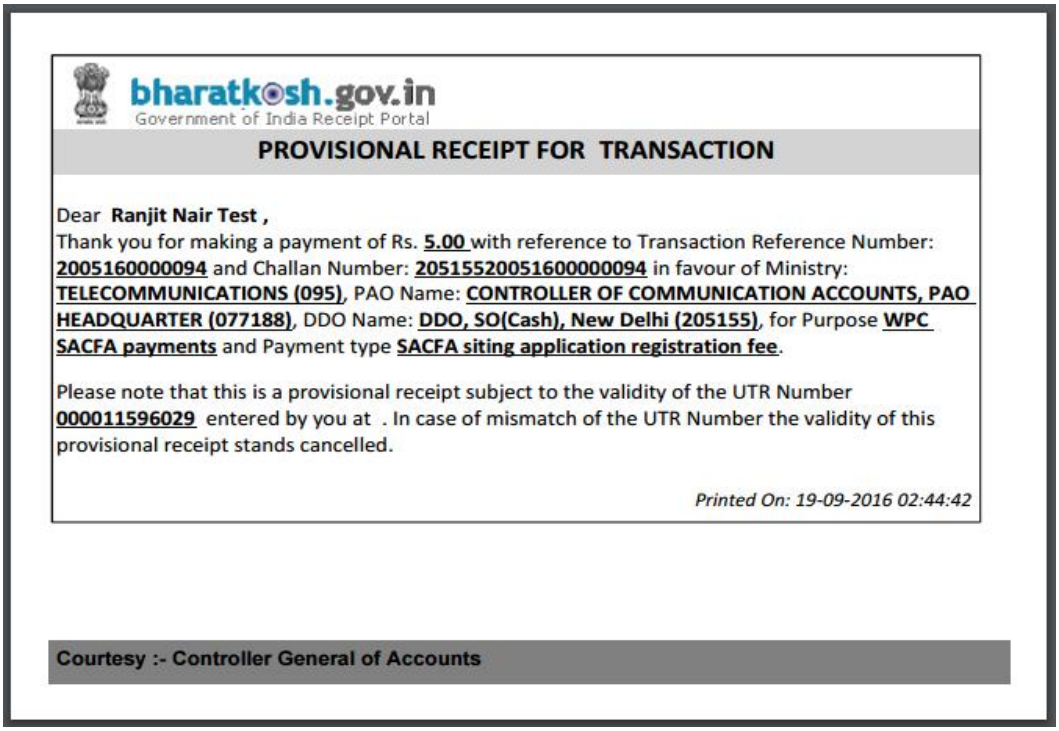


Figure 9: Transaction details page



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: **20515520051600000094** 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