

## Steps to be followed for the making of online payment for Plant Quarantine Station (PQS) Charges.

1. Visit the website <https://bharatkosh.gov.in/>

The screenshot shows the homepage of the Non-Tax Receipt Portal (NTRP) of the Government of India. The header includes the Government of India logo, the portal name, and the 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, and Charge-back and Refund Policy. The main banner features a collage of images including a 'MINISTRY OF FINANCE' sign, Indian currency notes, and a hand using a credit card. Below the banner are four service boxes: 'Current Receipt Available for Deposits', 'Donate to Swachh Bharat Kosh', 'Common Receipts to GoI', and 'Non-Registered Users'. A section titled 'Objectives of the Non-Tax Receipt Portal' lists four points. On the right, there is a 'Login For Registered User' section with fields for User Name and Password, a CAPTCHA, and buttons for 'Forgot Password?', 'Login', and 'Register as user'. Below the login section are links for 'Publication Division e-Store', 'Track your Payment / payment history', 'Guide Me', and 'helpdesk-pfms[at]gov[dot]in' with a phone number.

**Non-Tax Receipt Portal**  
Government of India

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

Home About Us User Guide Contact Us FAQs Terms And Conditions Charge-back and Refund Policy

**Non-Tax Receipt Portal**

Current Receipt Available for Deposits Donate to Swachh Bharat Kosh Common Receipts to GoI Non-Registered Users

**Objectives of the Non-Tax Receipt Portal**

- The objective of Non-Tax Receipt Portal (NTRP), is to provide a one-stop window to citizens / corporates/other users for making online payment of Non-Tax Revenue payable to Government of India (GoI).
- Non-Tax Revenue of Government of India 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.
- NTRP will save users/citizen from the hassle of going to banks for making drafts and then to Government offices to deposit the same for availing the services.
- NTRP shall facilitate instant payment in a transparent environment using online payment technologies such as Internet Banking, Credit/Debit Cards.

**Non-Tax Receipt Portal**  
Inaugurated on 15 Feb 2016 by Hon'ble Finance Minister

**Login For Registered User**

User Name  
Password  
mDsd  
Text shown in Captcha is case-sensitive  
Type the text shown as per the image above  
Forgot Password? Login  
Register as user

Publication Division e-Store  
Track your Payment / payment history  
Guide Me  
helpdesk-pfms[at]gov[dot]in  
Phone No : 1800-118-111

2. Click on **Register as User**, below screen will be appeared then fill the valid mobile number and e-mail ID and request for OTP

The screenshot shows the 'User Registration' page of the Non-Tax Receipt Portal. The header is identical to the homepage. The main banner is the same. Below the banner, the 'User Registration' section contains fields for 'Mobile No' (with a dropdown menu), 'Email Id' (marked with an asterisk), a CAPTCHA, and 'Enter security code' (marked with an asterisk). A 'Send OTP' button is at the bottom right. The footer contains copyright information, a disclaimer, and links to various pages. It also mentions the portal is powered by the Public Financial Management System.

**Non-Tax Receipt Portal**  
Government of India

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

Home About Us User Guide Contact Us FAQs Terms And Conditions Charge-back and Refund Policy

**Non-Tax Receipt Portal**

**User Registration**

Mobile No : --Select--  
Email Id : \*  
6cd0a3  
Enter security code : \*  
(Text shown in Captcha is case-sensitive)  
Send OTP

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To be viewed in 1024x768 resolution and IE 9 and above, Chrome and Mozilla.

Home | About Us | Contact Us | Privacy Policy | Disclaimer | Sitemap | Terms & Conditions  
Powered by Public Financial Management System

- 2.1 Fill the received OTP and click on **verify**.

- 3 Once the OTP verified below screen will appear and fill the required information as requested

(NOTE: **DON'T click** on NEFT based transaction)

The screenshot shows the 'User Registration' form on the Non-Tax Receipt Portal. The header includes navigation links: Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. The form fields are as follows:

- Mobile No : INDIA(+91) 9533612961
- Email Id : \* dmikl03@nic.in
- NEFT Based Transaction: ☐
- Depositor's category: \* Individual
- Select Controller: \* --Select--
- First Name : \*
- Last Name :
- User Name: \* (with a 'Check username availability' link)
- Password: \* (with a note: '(Password must contain minimum 6 characters and maximum 25 characters. Password should contain atleast one alphabet, one numeral and one special character like [@\$%^&\*])')
- Confirm Password: \*
- Organization Name
- Company Identification No.
- TAN:


Buttons for 'Reset' and 'Submit' are at the bottom of the form.

- 3.1 Depositors category: Select **Individual / Corporate / NGOs** from drop down box
- 3.2 Select Controller: Select **AGRICULTURE** from dropdown box.
- 3.3 Create User Name and Password and make note of the same for future use
- 3.4 Fill the other requisite information and submit account will be created.
4. After the creation of account, login by using username and password. Under the **MAKE YOUR PAYMENT** (horizontal row) head select **Payment to GOI** (Vertical row).

The screenshot shows the home page of the Non-Tax Receipt Portal after a successful login. The header displays 'Welcome: SanthoshGA [santhoshgowdagere@gmail.com]' and 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance'. The main navigation bar includes: HOME, MY ACCOUNT, MAKE YOUR PAYMENT, TRACK YOUR PAYMENT, and LOGOUT. Under the 'MAKE YOUR PAYMENT' section, there is a vertical menu with options: 'Donate to Swachh BharatKosh', 'Receipt for DoT', 'Payment to GoI', and 'Payment to GoI' (highlighted). A large blue banner reads 'Welcome to Non-Tax Receipt Portal' with the instruction 'Select menu options from the menu bar at the top, for browsing to the desired page'. The footer contains copyright information, a NIC logo, and links to Home, About Us, Contact Us, Privacy Policy, Disclaimer, and Sitemap.

5. In new page fill the following

5.1 Depositors category select **Individual / Corporate / NGO**

5.2 Purpose: Please click on search button  appears at the end of box  
After the clicking the search button select the purpose highlighted.

Purpose:		
Purpose	Payment Type	Function Head
GRADING CHARGES-ONION	None	043500800000000-OTHER RECEIPTS
GRADING CHARGES-POMEGRANATE	None	043500800000000-OTHER RECEIPTS
GST TDS AHD MUMBAI	GST TDS	865800101080000-GST-TDS
GUARANTEE FEES AND MISCELLANEOUS GENERAL SERVICES (SECTT-1)	None	007500108000000-GUARANTEE FEES
GUEST ROOM RENT-NIFPHATT, CIFNET-PAO, COCHIN	GUEST ROOM CHARGES	040500011000000-RENTS
JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN	JOURNAL CHARGES	040100800000000-OTHER RECEIPTS

Select Ministry as **AGRICULTURE**

Then In the scroll down box please select the following

JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN	JOURNAL CHARGES
--	--------------------

**NOTE:** Please take care while selecting and ensure it should be **PAO COCHIN**

5.3 Payment type : **Jounral Charges**

Once you select the JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN  
below information will appear automatically please check it once for  
confirmation

5.4 Function Head: **040100800000000-Other Receipts**

5.5 Pay & Accounts Office (PAO): **00476 – PAO(Agri Coop), Cochin**

5.6 Drawing & Disabusing Office: **200493- Assistant Director**

**(NOTE: while selecting you should select 200493 only)**

5.7 Amount INR : Write the appropriate amount in the box

5.8 Payment frequency: NO RESTRICTION

5.9 Remarks: *give a brief about your payment intention.*

After filling all the details select **ADD**

**Payment Purpose**

Depositor's category: Individual

Purpose: JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN

Payment Type: JOURNAL CHARGES

Ministry: AGRICULTURE

Pay & Account Office (PAO): 000476 - PAO(Agri-Coop), Cochin

Drawing & Disbursing Office(DDO): 200493 - Assistant Director

Amount: INR 500  
RUPEES FIVE HUNDRED ONLY

Payment Frequency /Period: No Restriction

Remarks: journal charges for the month of December , 2018 from M/s  
2 Character Left

Add

6. After ADD the below screen will appear, please check the details once, it's found correct click on **NEXT**

**Payment Purpose**

Depositor's category: Individual

Purpose:

Amount: INR 0

Remarks: Remark

Add

Ministry	Purpose	PAO	DDO	Amount	Payment Period	Delete
AGRICULTURE	JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN (JOURNAL CHARGES)	000476 - PAO(Agri-Coop), Cochin	200493 - Assistant Director	500.00	No Restriction	

Next →

7. The screen will moved to next page and mentioned the requisite details correctly

7.1 Name :  
 7.2 Address :  
 7.3 Country : INDIA  
 7.4 State : KERALA (Select from scroll down box)  
 7.5 District : (Select from scroll down box)  
 7.6 City :

7.7 Pincode :

7.12 Mobile No. :

7.13 E-mail :

After entering **valid mobile number** and **E-mail ID** please select **Online Payment** and click on **NEXT**

Non-tax Receipt Portal

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

**Depositor's Details**

Name: *	Mr. ▼ Santhosh G A
Address Line 1: *	Kendriya Bhavan Kakkanad
Address Line 2:	Characters not allowed are [- ~ ! @ # \$ % ^ & * ( ) ? < > : ; ].
Country: *	INDIA ▼
State: *	KERALA ▼
District: *	ERNAKULAM ▼
City	
Pincode/ Zipcode:	
TAN:	
TIN:	
PAN:	
Aadhaar:	
Mobile No: *	INDIA(+91) ▼ 9533612961
Email : *	santhoshgowdagere@gmail.com

Mobile Numbers starts with 7,8 & 9

☒ Online payment ☐ SWIFT/NEFT/RTGS

Back Next

8. After click on **NEXT** the below shown screen will appear, please check the details furnished once before click on **CONFIRM** on right hand side

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

Payment Mode		Online Payment				
Depositor Details						
Name :		Mr. Santhosh G A				
Address 1 :		Kendriya Bhavan Kakkanad		Address 2 :		
City :				District :		ERNAKULAM
State :		KERALA		Country :		INDIA
Pincode /ZipCode:				Email :		santhoshgowdagere@gmail.com
Mobile No ( 91 ):		9533612961				
Aadhaar Number :				PAN Number :		
TAN Number :				TIN Number :		
Purpose Details						
Sr. No.	Ministry	PAO Name	DDO Name	Purpose & Payment Type	Payment Period/ Frequency	Amount (In INR)
1	AGRICULTURE	PAO(Agri-Coop), Cochin[000476]	Marketing Officer, Directorate of Marketing & Inspection[200574]	FEES FOR QUALITY CONTROL GRADING OF AGRICULTURAL PRODUCTS-PAO, COCHIN, RECEIPT OF DMI AND RAL	No Restriction	5

Back

Confirm

9. Once the confirmation done, the Payment Gateway page will be displayed as shown below.

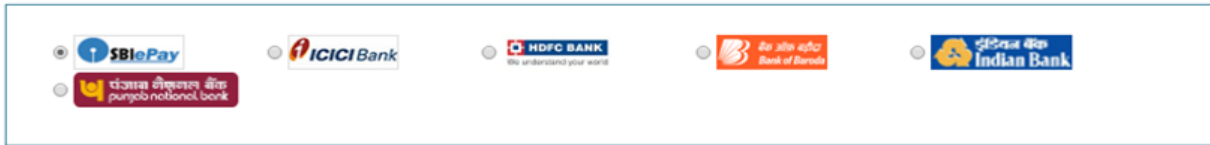
9.1 Select any of the Gateways

9.2 Select the mode of payment **Net Banking / Debit Card / Credit card** then click on accept terms and conditions and click on **PAY**



## Payment Gateway

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards and also via the Internet Banking of banks through the Payment Gateways available below



Net banking | **Debit card** | Credit card

☐ VISA ☐ MasterCard ☐ RuPay ☐ Maestro

Charges applicable :- 0.04

[View User Charge](#)

YvQpJT

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.

**Disclaimer:**  
As per the terms and conditions of the charge back-refund policy of NTRP (Non tax Receipts Portal), only Genuine refunds/charge back claims will be entertained for refund. The refund will be processed offline by the respective PAO/DDO of the concerned Ministry/Department to which the user has made the payment through NTRP.

No chargeback/refund claim will be entertained by the payment gateway/bank once the transaction has been credited to Ministry/Department.

☒ I acknowledge and confirm that I have read and agree to the [Terms and Conditions](#).

[Back](#)

[Pay](#)

10. Once click on the **PAY** the below screen will appear fill the required details and proceed further

**SBIePay** NTRP PFMS Oo CGA MOF

**Transaction Details** Order Number 0510170000138 Amount 5.00 INR + Convenience Fee if applicable will be charged to you.

**Payment Details**

Net Banking  
Credit Card  
**Debit Card**  
Mobile Payments  
POS

Select Card Type ☐ VISA ☐ SBI ☐ MasterCard ☐ RuPay ☐ MasterCard ☐ MasterCard

Debit Card Number


Expiry Date

Name on Card

CVV Number

[Proceed](#) [Cancel](#)

CVV number is the 3-digit number found on the back of your credit card near the signature panel.


NTRP PFMS Oo CGA MOF

Transaction Details

Order Number 0510170000138

Amount 5.00 INR + Convenience Fee if applicable will be charged to you.

Payment Details

Net Banking
Credit Card
Debit Card
Mobile Payments
POS

Transaction Summary

Transaction Amount	5.00 INR
Transaction Processing Fee	0.01 INR
GST	0.00 INR
Total Amount to be Paid	5.01 INR

Pay Now
Cancel

CVV Number

XXXX



CVV number is the 3-digit number found on the back of your credit card near the signature panel.

Proceed
Cancel

Verified by MasterCard. VISA SecureCode.
AMERICAN EXPRESS SafeKey™
Symantec.
PCI DSS CERTIFIED

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After the **Pay Now** the OTP will come to your mobile and complete the payment

Merchant : SBIPay  
Transaction Amount : INR 5.01  
SBI Debit Card : xxxx xxxx xxxx 6610


**Authenticate Payment**  
OTP sent to your mobile number ending 2961  
Enter One Time Password (OTP)  

753739|

Make Payment

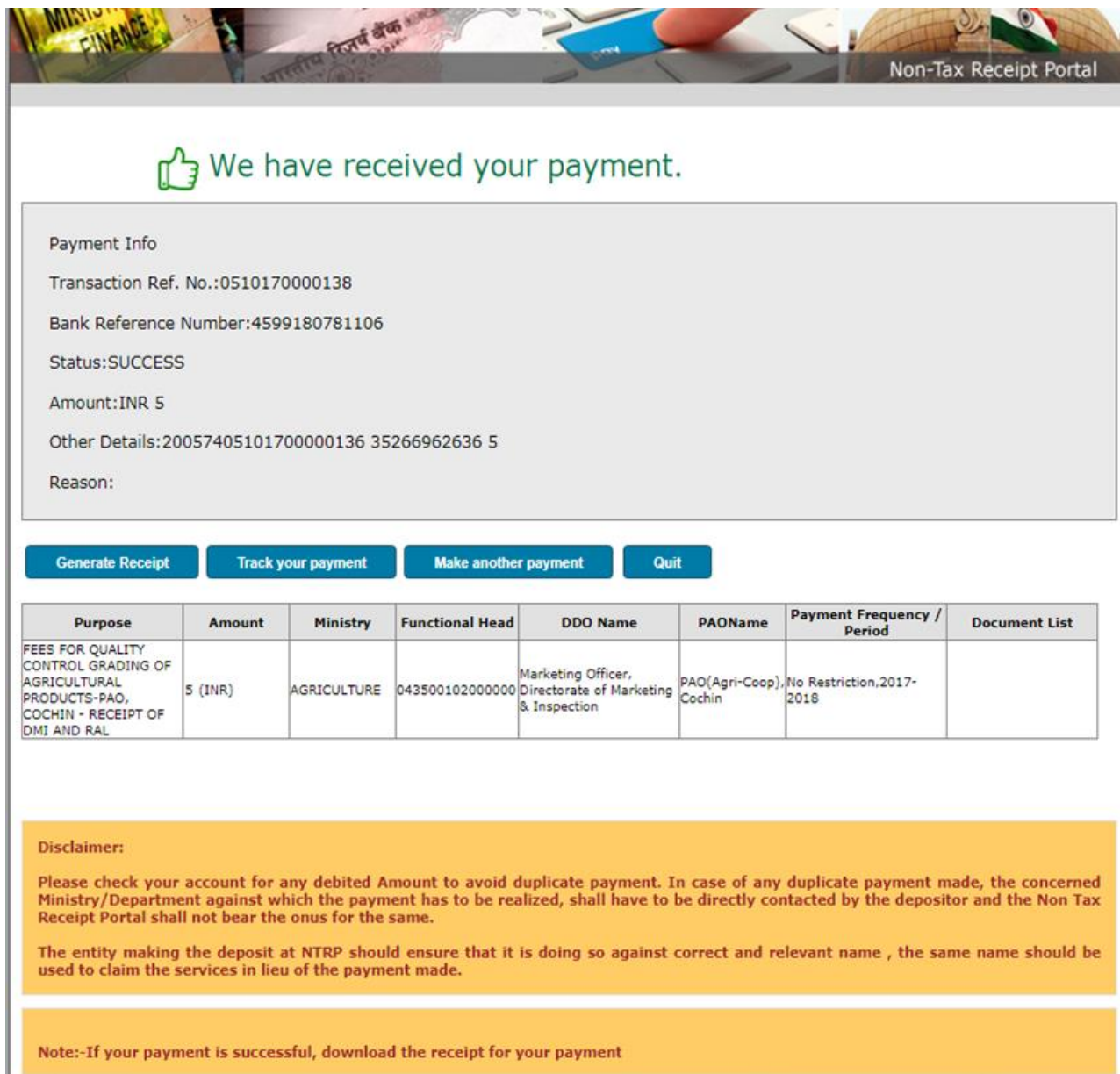
[Resend OTP](#)

[Cancel and Go back to merchant](#)


PCI DSS Certified




11. Once the payment made successfully the following screen will appear



The screenshot displays the 'Non-Tax Receipt Portal' interface. At the top, there is a header with a collage of images including a 'MINISTRY OF FINANCE' sign, Indian currency notes, and a globe. The main content area features a green thumbs-up icon and the text 'We have received your payment.' Below this, a 'Payment Info' box contains the following details: Transaction Ref. No.:0510170000138, Bank Reference Number:4599180781106, Status:SUCCESS, Amount:INR 5, Other Details:20057405101700000136 35266962636 5, and Reason:. Below the payment info box, there are four buttons: 'Generate Receipt', 'Track your payment', 'Make another payment', and 'Quit'. A table with 8 columns (Purpose, Amount, Ministry, Functional Head, DDO Name, PAOName, Payment Frequency / Period, and Document List) is displayed. The table contains one row of data. Below the table, there is a 'Disclaimer' section with two paragraphs of text. At the bottom, a 'Note' states: 'Note:-If your payment is successful, download the receipt for your payment'.

Non-Tax Receipt Portal

 We have received your payment.

Payment Info

Transaction Ref. No.:0510170000138

Bank Reference Number:4599180781106

Status:SUCCESS

Amount:INR 5

Other Details:20057405101700000136 35266962636 5

Reason:

[Generate Receipt](#) [Track your payment](#) [Make another payment](#) [Quit](#)

Purpose	Amount	Ministry	Functional Head	DDO Name	PAOName	Payment Frequency / Period	Document List
FEEES FOR QUALITY CONTROL GRADING OF AGRICULTURAL PRODUCTS-PAO, COCHIN - RECEIPT OF DMI AND RAL	5 (INR)	AGRICULTURE	043500102000000	Marketing Officer, Directorate of Marketing & Inspection	PAO(Agri-Coop), Cochin	No Restriction,2017-2018	

**Disclaimer:**

Please check your account for any debited Amount to avoid duplicate payment. In case of any duplicate payment made, the concerned Ministry/Department against which the payment has to be realized, shall have to be directly contacted by the depositor and the Non Tax Receipt Portal shall not bear the onus for the same.

The entity making the deposit at NTRP should ensure that it is doing so against correct and relevant name , the same name should be used to claim the services in lieu of the payment made.

**Note:-**If your payment is successful, download the receipt for your payment

12. Once above screen appears, click on **Generate Receipt** and the same may be send (2 copies) along with application for replica serial numbers. The copy of E-receipt is given for reference.



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



Click  
and  
PD

## RECEIPT

Transaction Ref.No. 0510170000138  
10:03AM

Dated: Oct 5 2017

Received from MR. SANTHOSH G A with Transaction Ref.No.  
0510170000138

Dated Oct 5 2017 10:03AM the sum of INR 5 (Five Only) through Internet  
based

Online payment in the account of FEES FOR QUALITY CONTROL GRADING OF  
AGRICULTURAL PRODUCTS-PAO, COCHIN, , Replica charges (digital payment  
test).

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

*Printed On: 05-10-2017 10:5:44*

**Courtesy :- Controller General of Accounts**

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## **IMPORTANT INFORMATION**

1. Select Ministry/Controller : **AGRICULTURE**
2. Pay & Accounts Office (PAO) : **00476 – PAO(Agri Coop), Cochin**
3. Drawing & Disabusing Office : **200493-Assistant Director**
4. Function Head: **040100800000000-Other Receipts**